



## **Town of Arlington Board of Selectmen**

### **Meeting Agenda**

March 9, 2015

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

#### **CONSENT AGENDA**

1. Minutes of Meetings: February 23, 2015
2. Appointments of New Election Workers: (1) Gwendolyn Phelps, 77 Oakland Avenue, U, Pct. 16;  
(2) Marie Buckley, 112 Newland Avenue, U, Pct. 19
3. Reappointments: Public Memorial Committee  
Alexander Salipante (term to expire 6/2017)  
Eugene O'Neill (term to expire 3/2018)  
Wilfred Saint Martin (term to expire 3/2018)  
Dennis Corbett (term to expire 4/2016)
4. Request: One Day All Alcohol License, 3/21/15 @ Dearborn Academy for the Lesley Ellis School Annual Event to Support Financial Assistance  
Lynne Jacoby, Lesley Ellis School

#### **APPOINTMENTS**

5. Council on Aging  
Marjorie Vanderhill (term to expire 1/31/2018)
6. Appointment: Parking Implementation/Governance Committee (PIGC)  
Michael Gordon

#### **LICENSES & PERMITS**

7. Request: Common Victualler and Wine & Malt Licenses  
Zhu's Garden, 166 Massachusetts Avenue, Bowei Zhu

#### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

8. Discussion and Adopt: Draft Selectmen's Handbook, Parking Policies and Regulations  
Kevin F. Greeley, Selectman
9. Town Manager's Evaluation  
Steven M. Byrne, Chair
10. Discussion: Future BoS Meetings

#### **WARRANT ARTICLE HEARINGS**

Articles for Review

Article 7 Zoning Bylaw Amendment and Bylaw Amendment/Regulation of Posted Event Notices

Article 13 Disposition of Real Estate/1207 Massachusetts Avenue  
Article 46 Resolution/Master Plan Endorsement

### **FINAL VOTES & COMMENTS**

#### Articles for Review

Article 8 Bylaw Amendment/Limiting Speaking Time for Announcements and Reports  
Article 9 Bylaw Amendment/Human Rights Commission  
Article 10 Bylaw Amendment/Description of the Mount Gilboa/Crescent Hill District  
Article 11 Bylaw Amendment/Establishment of a Community Preservation Committee  
Article 16 Acceptance of Legislation/Complete Streets Program

### **CORRESPONDENCE RECEIVED**

Response to Changing of Flight Patterns on Runway 33L

Elizabeth L. Ray, Federal Aviation Administration - Be Rec'd

Veterans Council Seeking Members

Jeffrey A. Chunglo, Director of Veterans Services - Be Rec'd

### **NEW BUSINESS**

### **EXECUTIVE SESSION**

Next Meeting of BoS March 23, 2015



## Town of Arlington, Massachusetts

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### Minutes of Meetings: February 23, 2015

#### ATTACHMENTS:

Type	Description
 Backup Material	2.23.15 draft minutes



## **Town of Arlington, Massachusetts**

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**Appointments of New Election Workers: (1) Gwendolyn Phelps, 77 Oakland Avenue, U, Pct. 16; (2) Marie Buckley, 112 Newland Avenue, U, Pct. 19**

### **ATTACHMENTS:**

Type	Description
 Reference Material	Election Worker Master Records

# ELECTION WORKER'S MASTER RECORD

Date: 2/24/16

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position INSPECTOR

Name: Gwendolyn Phelps

Democrat \_\_\_\_\_

Address: 77 Oakland Avenue

Republican \_\_\_\_\_

Unenrolled ☒

Zip Code: 02476

Precinct: 16

Alpha/Last Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Position Codes:

10 - Warden  
20 - Deputy Warden  
30 - Inspector  
40 - Deputy Inspector  
50 - Clerk

60 - Deputy Clerk  
70 - Teller  
80 - Substitute  
90 - Custodian

# ELECTION WORKER'S MASTER RECORD

Date: 3-5-14

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_

Position Inspector

Name: MARIE BUCKLEY

Democrat \_\_\_\_\_

Address: 112 NEWLAND ROAD

Republican \_\_\_\_\_

Unenrolled U

Zip Code: 02474

Precinct 19

Alpha/Last Name: \_\_\_\_\_

Phone # (781) 646-5658

Position Codes:

10 - Warden  
20 - Deputy Warden  
30 - Inspector  
40 - Deputy Inspector  
50 - Clerk

60 - Deputy Clerk  
70 - Teller  
80 - Substitute  
90 - Custodian



## Town of Arlington, Massachusetts

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### Reappointments: Public Memorial Committee

#### Summary:

Alexander Salipante (term to expire 6/2017)

Eugene O'Neill (term to expire 3/2018)

Wilfred Saint Martin (term to expire 3/2018)

Dennis Corbett (term to expire 4/2016)

#### ATTACHMENTS:

Type

Description

☐ Reference Material

Town Bylaws Committee Membership,  
Reappointment Request from Committee Chair,  
Meeting Notices

## **ARTICLE 4: PUBLIC MEMORIAL COMMITTEE**

### **Section 1. Public Memorial Committee Established**

There is hereby established a Public Memorial Committee established for the purpose of memorializing and officially recognizing those persons whose exemplary accomplishments have reflected credit and honor upon the Town of Arlington, in accordance with certain criteria established and set forth in writing by the Committee. Said Committee shall be the official source for memorialization of persons by the Town.

### **Section 2. Membership**

The Committee shall consist of five registered voters of the Town, to be appointed by the Board of Selectmen. Two shall be appointed for a term of three years and two for a term of two years and one for a term of one year; all to serve until their respective successors are duly appointed and qualified. Thereafter, the said appointing authority to appoint annually such number of members as there are terms expiring in such year to serve for a period of three years and until their respective successors shall be duly appointed and qualified; vacancies to be filled by appointment in the same manner as original appointments for the period of the unexpired term; said Committee to choose annually from its members such officers as it shall deem advisable. No member of the Committee shall be an employee of the Town of Arlington or the Commonwealth of Massachusetts.

### **Section 3. Veterans Subcommittee**

The Committee shall be empowered to appoint a veterans' subcommittee composed of one representative from each of the veterans' organizations within the Town; said subcommittee to make recommendations of individuals to be considered by the Committee for memorialization as a result of exemplary military service.

### **Section 4. Other Subcommittees**

The Committee shall also be empowered to appoint any other subcommittees which it deems necessary to assist in its work. Return to Top



To: Arlington Board of Selectmen

From: Alexander Salipante

Chairman, Arlington Public Memorial Committee

Date: 2/20/15

RE: Re-appointment of Committee Members

Dear Chairman Byrne,

Please be advised that the following Arlington Public Memorial Committee Members need to be re-appointed by your board. Any effort by the Board of Selectmen to expedite this request would be greatly appreciated.

Moreover, since the Committee is comprised of five members with only four currently sitting members the Board of Selectmen would have to appoint one additional member at their earliest convenience.

The current re-appointees are as follows:

Mr. Alexander Salipante, Committee Chairman

Mr. Eugene O'Neill, Committee Vice Chairman

Mr. Wilfred Saint Martin, Committee Secretary

Mr. Dennis Corbett, Committee Member

Cc: Marie Krepelka

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 26, 2015

Alexander Salipante, Chair  
Public Memorial Committee  
20 Twin Circle Drive  
Arlington, MA 02474

Re: Reappointment - Public Memorial Committee

Dear Mr. Salipante:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, March 9th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
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DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 26, 2015

Eugene F. O'Neill  
Public Memorial Committee  
18 Spy Pond Parkway  
Arlington, MA 02474

Re: Reappointment - Public Memorial Committee

Dear Mr. O'Neill:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, March 9th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

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Marie A. Krepelka  
Board Administrator

MAK:fr

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JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 26, 2015

Wilfred St. Martin  
Public Memorial Committee  
157 Palmer Street  
Arlington, MA 02474

Re: Reappointment - Public Memorial Committee

Dear Mr. St. Martin:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, March 9th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

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Marie A. Krepelka  
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

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JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 26, 2015

Dennis Corbett  
Public Memorial Committee  
19 Winter Street  
Arlington, MA 02474

Re: Reappointment - Public Memorial Committee

Dear Mr. Corbett:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, March 9th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

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**Request: One Day All Alcohol License, 3/21/15 @ Dearborn Academy for the Lesley Ellis School Annual Event to Support Financial Assistance**

**Summary:**

Lynne Jacoby, Lesley Ellis School

**ATTACHMENTS:**

Type	Description
☐ Reference Material	One Day Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: *Lynne Jacoby*

Address, phone & e-mail contact information: *50 Mary Street, Arl. MA . 857-225-2578*  
*ljacoby@schoolsforchildreninc.org*

Name & address of Organization for which license is sought:  
*Lesley Ellis School, 41 Foster Street, Arl.*

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):  
*Jeanette Keller*

Address, phone & e-mail contact information:  
*41 Foster Street, 781-354-9376, jkeller@lesleyellis.org*

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? *no* If so, please give date(s) of special licenses and/or applications and title of event(s). \_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

*yes, event last held March 20, 2014*

24-Hour contact number for Responsible Manager on Event date: *781-354-9376*

Title of Event: *The Lesley Ellis School Annual Event to Support Financial Assistance*

Date/time of Event: *March 2~~1~~, 2015 6pm to 12pm*

Location of Event: *Dearborn Academy 34 Winter Street, Arl.*

Location/Event Coordinator: *Jeanette Keller*

Method(s) of invitation/publicity for Event: *Printed invitations to the Lesley Ellis Community*

Number of people expected to attend: 100

Expected admission/ticket prices: \$50

Expected prices for food and beverages (alcoholic and non-alcoholic):  
*alcoholic \$4 wine and beer, \$8 for the one available specialty drink -- non-alcoholic drinks provided free of charge.*

Will persons under age 21 be on premises? *no The event is a parent and staff only event for the school community.*

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Have you consulted with the Department of Police Services about your security plan for the Event?

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

*[Signature: Ofc. Corey J. Roteau]* date *3-6-15*  
*Ofc. Corey J. Roteau*  
Printed name/title  
*\* See notes last page.*

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)  
*Beer, Wine, one specialty drink as yet to be determined*

What types of food and non-alcoholic beverages do you plan to serve at the Event?  
*Full dinner meal ranging in the past from Pasta to Roast Beef sandwiches all free of charge (with this year's menu yet to be determined) bottle water and soda always provided free of charge.*

Who will be responsible for serving alcoholic beverages at the Event?  
*Daniel Keller and Daniel O'Donnel*

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.  
*TIPS certifications attached*

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.  
*Daniel Keller 9/10/88 -- Jeanette Keller 10/22/62- Daniel O'Donnel 1/9/90*

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) -- *Atlas Liquors, 156 Mystic Ave. Medford MA --*

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
*Excess alcohol will be disposed the next day by Jeanette Keller*



Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) *Philadelphia Insurance Agency, General Liability, Schools for Children. See attached.*

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed title & Organization name: \_\_\_\_\_

Email: \_\_\_\_\_

\* Ms. Jeannette Keller must be present at the bar at all times as sole T.I.P.S. holder and shall be responsible to make sure no underage drinking occurs.

\* Must note how excess alcohol will be removed/disposed from premises.

Print

Main Menu

Do not click Back-Space to leave this window

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 2.0**  
For coursework completed on March 6, 2014  
provided by Health Communications, Inc.  
is hereby granted to:

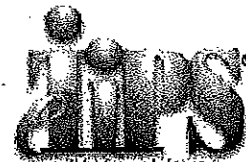
**Jeanette Keller**

Certification to be sent to:

5 John St.  
Reading MA, 01867-2719 USA



HEALTH COMMUNICATIONS INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Surplus Services Insurance Agency, Inc. 150 Wells Avenue Newton MA 02459		<b>CONTACT NAME:</b> Tricia Ducey <b>PHONE (A/C, No, Ext):</b> (617) 964-5340 <b>FAX (A/C, No):</b> (617) 965-1843 <b>E-MAIL ADDRESS:</b> pducey@telamonins.com	
<b>INSURED</b> Schools For Children 20 Academy Street Suite 200 Arlington MA 02174		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL1471715265

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHPK1043341	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB427041	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROPERTY			PHPK1043341	7/1/2014	7/1/2015	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Arlington is included as additional insured, with respects to the Lesley Ellis Faundraiser being held at 34 Winter Street - Arlington MA - 3/21/2015.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Arlington Office of the Town Manager 730 Massachusetts Ave Arlington, MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Michael Susco/RUTHD

## Security Plan for Liquor License Application

### Lesley Ellis Prom Party and Auction – March 21<sup>th</sup> 2015

We have held this event several times in the past and In general the atmosphere of parents and staff in their school community discourages over-indulgence while also encouraging folks to watch out for each other – problems are rare to non-existent. Non-the-less here are the bullet points of our plan.

- Jeanette Keller keeps a general eye on the crowd, and is the go to person if a concern arises. As an administrative staff member (who has been at the school for 20 years) she knows everyone at the event.
- Double doors of the Crosby School Gym (Dearborn Academy) remain open during the entire event.
- The staff working the event are informed of exits and exit signs are clearly visible.
- The school lot provides the majority of the parking necessary, additional parking is on the street.
- The bar will close a half hour before the event ends. And as this is a community event many people stay another half hour to 45 minutes helping to stack chairs etc. etc.

This event is very much a community event – 95% of which are current Lesley Ellis parents and staff. We do not expect any under-age participants, Lesley Ellis is a pre-school through 6<sup>th</sup> grade school and students are not invited to the event.

Jeanette Keller, whose adult sons have served as bar-tenders for us several times before, manages all the food and beverages at the event. She and several other Lesley Ellis staff including Lynne Jacoby, Stephanie Slonka and Head of School Deanne Benson all have obligations through-out the event and do not drink. Additional reliable oversight is provided by administrative staff who participate, but are still attending a 'work event' including Ted Wilson President of Schools for Children (the parent organization of Lesley Ellis School). All have a vested interest in maintaining a healthy and safe atmosphere. Jeanette and Lynne have years of waitressing (including at a bar) and catering experience respectively and have been known to inform the very rare individual who has caused the slightest concern that they need to switch to water – as well as then insuring that the individual has a safe ride home.



## Town of Arlington, Massachusetts

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### Council on Aging

#### Summary:

Marjorie Vanderhill (term to expire 1/31/2018)

#### ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Town Manager Recommendation, Vanderhill Letter, Meeting Notice



## **Town of Arlington, Massachusetts**

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### **Appointment: Parking Implementation/Governance Committee (PIGC)**

#### **Summary:**

Michael Gordon

#### **ATTACHMENTS:**

Type	Description
Backup Material	cover letter & resume

**From:** Michael Gordon <michael.gordon413@gmail.com>  
**To:** mkrepelka@town.arlington.ma.us  
**Date:** 01/15/2015 07:15 PM  
**Subject:** Parking Implementation and Governance Committee Inquiry

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Hello,

I was interested in the Parking Implementation and Governance Committee opening, and was wondering if you could provide me with more information before applying.

I am an Arlington resident and live close to Arlington Center, on Pleasant St. I'm currently in a Masters Program in Transportation at MIT, and I'm interested in Arlington transportation issues. As such, I've enjoyed reading through the Arlington Center Parking Management Strategy and the Arlington Master Plan.

I was wondering if you could tell me a bit more about what types of responsibilities there would be for the PIGC member, and if you think I would have the necessary background to apply.

Thank you,  
Michael Gordon

gordonm@mit.edu  
617-893-4911

**Michael A. Gordon**

60 Pleasant St. #503  
Arlington, MA 02476

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## EDUCATION

**Massachusetts Institute of Technology**, Cambridge, MA

Master of Science in Transportation, Class of 2015 | Department of Civil and Environmental Engineering

Thesis: *Developing Strategies for Resource-Constrained Transit Growth using Public-Private Partnerships*

Cumulative GPA: 3.80/4.00

**Boston College**, Chestnut Hill, MA

College of Arts and Sciences Honors Program, Economics Honors Track, Class of 2011

Major in Economics; Minor in International Studies

Thesis: *Funding Urban Mass Transit in the United States*

Cumulative GPA: 3.83/4.00; Major GPA: 3.92/4.00

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## EXPERIENCE

**Massachusetts Institute of Technology**

*June 2013 – Present*

*Graduate Research Assistant, Transit Research Group*

- Currently developing strategies for MBTA system growth through increased private sector involvement in operations and funding
- Wrote numerous memos encouraging the MBTA to contract new route using GLX mitigation funding
- Re-envisioned MIT's Saferide Shuttle network to better serve the MIT community, and developed the new routing and schedule as implemented in December 2014
- Examined ridership patterns and proposed alternate shuttle routes for the MBTA in relation to the Longfellow Bridge construction and Red Line disruption
- Modeled passenger loads for the MBTA's Red Line using automatic fare collection data, vehicle location data, and other collected data in order to analyze capacity and passenger crowding issues

**Charles River Associates**

*June 2010 – August 2010, August 2011 – June 2013*

*Associate, Competition*

- Analyzed datasets using statistical software, spreadsheets, programming, and regressions to create charts, tables, maps, and other exhibits to support a variety of antitrust and damages cases
- Conducted literature reviews and completed research tasks to support expert reports
- Prepared memos and other written materials describing economic analyses and the results
- Created numerous maps with GIS to illustrate merger impacts on the relevant geographic markets
- Led Microsoft Excel training sessions throughout the year for company employees

**Boston College**

*Economics and Statistics Tutor*

*September 2008 – May 2011*

- Assisted students in understanding the fundamental concepts of economics and statistics

*Economics Department Undergraduate Research Assistant*

*Summer 2008, Summer 2009*

- Wrote one chapter about the privatization of urban mass transit for a faculty member's book about privatization and edited the book in preparation for its publishing
  - Drafted two chapters for a faculty member's book about microinsurance and risk in microfinance
- 

## ACTIVITIES

*At CRA:* Coordinated presentations on occupational and educational topics at Bridge over Troubled Waters;

*At Boston College:* College Fed Challenge Team Member; Relay for Life Logistics Committee Co-Chair; Boston College Neighborhood Center Volunteer Math Tutor

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## RELEVANT COURSES AND SKILLS

**Relevant Courses:** Urban Transportation Planning, Public Transportation Systems, Transportation Demand and Economics, Transportation Analysis and Operations, Land Use and Transportation Planning, Public Finance, Microeconomics, Macroeconomics, Econometrics, Statistics, Topics in Urban Real Estate

**Computer Skills:** SQL; SAS; SPSS; GIS; Microsoft Word, Excel, PowerPoint, and Access

**Language Skills:** Advanced in French; Studied one semester at Institut d'Etudes Politiques in Paris, France

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## HONORS AND AWARDS

While at Boston College: Magna Cum Laude | Phi Beta Kappa | Boston College 2011 Giffuni Prize for Outstanding Thesis in Economics | Omicron Delta Epsilon – International Honor Society in Economics | Alpha Sigma Nu, National Honor Society of Jesuit Colleges and Universities | 2010 Dean's Scholar





## Town of Arlington, Massachusetts

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### **Request: Common Victualler and Wine & Malt Licenses**

#### **Summary:**

Zhu's Garden, 166 Massachusetts Avenue, Bowei Zhu

#### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Backup Material	cv application & wine/malt application

## LICENSE APPLICATION REPORT

Type of License: Common Victualler  
Name of Applicant: Bowei Zhu d/b/a Zhu's Garden  
Address: 166 Mass. Ave.

The following Departments have **no objections** to the issuance of said license:

- Police   x
- Fire
- Health
- Building
- Planning

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police
- Fire   x
- Health   x
- Building   x
- Planning   x

The following Departments have **objections** to the issuance of said license:  
(see attached)

- Police
- Fire
- Health
- Building
- Planning

## BOARD OF SELECTMEN

### TOWN OF ARLINGTON - INSPECTION REPORT

Report is due at the Office of the Board of Selectmen by **March 4, 2015**

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 166 Massachusetts Ave.  
Applicant's Name: Bowei Zhu  
D/B/A: Zhu Garden  
Telephone: 917 285-4007  
Department: Sent Interoffice Mail & E-mail Date: 2/12<sup>20</sup>/15

**MEETING DATE: MARCH 9, 2015**

Inspected By: *Ted Fields 2.20.2015 (received by Planning 2.17.2015)*

Departments: **RE: Common Victualler and Wine & Malt Licenses**  
(Note: formerly Kathmandu Spice)

Police  
Fire  
Board of Health  
Building  
Planning

**Comments by each Division or Department:**

The business proposed for this site is a 1500 square foot restaurant selling Chinese and Asian lunch and dinner food for consumption on and off the premises seven days per week. There is proposed seating for 46 patrons with no assigned on-street or off-street parking spaces. It is a medium-sized enterprise serving the residential neighborhoods and commercial strip surrounding the Capitol Square business district (zone B3). It is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the amendment of the establishment's Common Victualler's and Wine & Malt License as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

ARLINGTON POLICE DEPARTMENT

**Frederick Ryan**  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

March 3, 2015

On Tuesday, March 3, 2015 at 3:00 PM, I called and spoke with Bowei Zhu regarding this application for a Common Victualler and Wine & Malt License for the Zhu Garden, located at 166 Mass. Ave. Mr. Zhu stated that he does not know when he is opening the restaurant but will be doing little renovations to the interior. Mr. Zhu stated that he will be the primary owner and will be working in the restaurant seeing to the day to day operations. Mr. Zhu stated that he will be serving wine and malt beverages as well.

I advised Mr. Zhu that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler and Wine & Malt Licenses for the Zhu Garden.

Respectfully Submitted,

Detective Edward DeFrancisco

*"Proactive and Proud"*

**From:** "Natasha Waden" <NWaden@town.arlington.ma.us>  
**To:** "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
**Date:** 03/04/2015 03:32 PM  
**Subject:** Re: Fwd: 166 Mass. Ave./Zhu Inspection (currently Kathmandu)

---

Hi MaryAnn,

Here are the Health Department's comments for Zhu:

- This office is currently reviewing the plan review application that was submitted for Zhu. A letter will be sent to the owner outlining the conditions of approval by the end of the week.
- Once the plans have been approved and conditions outlined in the approval letter have been met, this office will conduct a final inspection before a permit to operate a food establishment will be issued.
- It is the owner's/manager's responsibility to ensure that the establishment complies with 105 CMR 590.000 (1999 Food Code)

Thanks,

Natasha Waden  
 Health Compliance Officer  
 Arlington Board of Health  
 781-316-3170

-----Original Message-----

From: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
 To: NWaden@town.arlington.ma.us, MByrne@town.arlington.ma.us, jkelly@town.arlington.ma.us, CKowalski@town.arlington.ma.us, msheehan@town.arlington.ma.us, edefrancisco@town.arlington.ma.us, DCarroll@town.arlington.ma.us, Cbongiorno@town.arlington.ma.us, RJefferson@town.arlington.ma.us, TFields@town.arlington.ma.us, jfeeney@town.arlington.ma.us  
 Date: Tue, 03 Mar 2015 12:26:19 -0500  
 Subject: Fwd: 166 Mass. Ave./Zhu Inspection (currently Kathmandu)

Hello All-

A reminder for those who haven't sent it yet...I need an inspection report by tomorrow, March 4th, for Monday night's meeting.

Thanks, M. A.

Mary Ann Sullivan  
 Town of Arlington  
 Selectmen's Office  
 (781) 316-3024  
 (781) 316-3029 FAX

-----Original Message-----

From: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
 To: NWaden@town.arlington.ma.us, MByrne@town.arlington.ma.us, JBailey@town.arlington.ma.us, CKowalski@town.arlington.ma.us, msheehan@town.arlington.ma.us, edefrancisco@town.arlington.ma.us, DCarroll@town.arlington.ma.us, Cbongiorno@town.arlington.ma.us, RJefferson@town.arlington.ma.us, TFields@town.arlington.ma.us, jfeeney@town.arlington.ma.us  
 Date: Tue, 17 Feb 2015 16:02:34 -0500  
 Subject: 166 Mass. Ave./Kathmandu Inspection

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, March 4, 2015

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 166 Massachusetts Ave.

Applicant's Name: Bowei Zhu

D/B/A: Zhu Garden

Telephone: 917 285-4007

Department: Sent Interoffice Mail & E-mail

Date: 3/4/15

**MEETING DATE: MARCH 18, 2013**

Departments:

**RE: COMMON VICTUALLER and WINE & MALT LICENSES**

Police

Fire

Board of Health

Building

Planning

Comments by each Division or Department:

The Departement of Inspectional Services has no objection with the issuance of this License.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_



**TOWN OF ARLINGTON**  
**FIRE DEPARTMENT**  
112 Mystic Street, Arlington MA 02474  
Operations Division 781-316-3803 FAX 781-316-3808

**Annual Inspection Report**  
**Pre Planning and Life Safety Report**

Occupancy) Kathmandu Spice 166 Moss Ave  
Name Address

Contact) Shirley Menadher 617-780-9418  
Name Phone # Email

**Exits**

Open Properly ☒ Y/N  
Signage ☒ Y/N  
Emergency Lights ☒ Y/N  
↳ inaccessible to host

**Portable Fire Extinguishers**

Inspected in last 12 Months ☒ Y/N 11/2014  
Type (ABC, BC) ABC ☒ Y/N  
How Many 2  
Signage ☒ Y/N

**Electrical**

Panel Loc: Panels in  
Basement  
Gies - basement A  
side

**Fixed Kitchen Extinguishing System** ☒ Y/N

Inspection Tag ☒ Y/N Date Inspection Due 11/2014  
HOOD 9/10/14 ✓

**Fire Detection/Suppression Systems** ☒ Y/N

FACP Loc: Basement # of Zones 7 Smoke Detectors ☒ Y/N  
Heat Detectors ☒ Y/N Horns/Strobes ☒ Y/N  
Sprinkler System ☒ Y/N Location: Basement Pull Stations ☒ Y/N  
Annunciator in front door Wet/Dry ☒ Y/N

**Heating System** ☒ Y/N

Location: Oil/Gas/Electric

**Hazardous Materials Storage:** NO

**Housekeeping:** ✓

**Nearest Hydrant:**

**Description of Hazard Found and Corrective Action Required)**

2) Moved annual FAIR  
2) THHN directly into panel - no pipe

Fee) \_\_\_\_\_ Paid) \_\_\_\_\_ Due) \_\_\_\_\_

Inspection conducted by) [Signature] Date 3-4-15

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue  
Town of Arlington  
Massachusetts 02476-4908

(781) 316-3020  
(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ COMMON VICTUALLER LICENSE

☐ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 166 Massachusetts Ave Arlington MA 02474  
Name of Applicant Bowei Zhu  
Corporate Name (if applicable) Zhu's Garden, Inc  
D/B/A ~~Asian Restaurant~~ Zhu  
Date 1/25/15

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Bowei Zhu

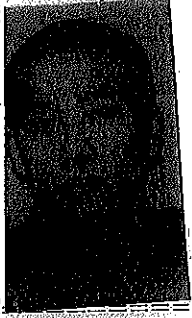
Signature Name \_\_\_\_\_

Phone: 917-285-4007 Email: Lucy.zhu0425@gmail.com



Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name Bowei Zhu Name \_\_\_\_\_  
Address 166 Massachusetts Ave Address \_\_\_\_\_  
City Arlington MA Zip 02074 City \_\_\_\_\_ Zip \_\_\_\_\_  
DESCRIPTION OF APPLICANT DESCRIPTION OF APPLICANT  
Born in the U.S., Yes \_\_\_\_\_ No X Born in the U.S., Yes \_\_\_\_\_ No \_\_\_\_\_  
Born Where China Born Where \_\_\_\_\_  
Date of Naturalization \_\_\_\_\_ Date of Naturalization \_\_\_\_\_  
Male or Female Male Male or Female \_\_\_\_\_  
Date of birth \_\_\_\_\_ Date of birth \_\_\_\_\_  
Height 5' 8" ft. in. Height \_\_\_\_\_ ft. in.  
Weight 135 lb Weight \_\_\_\_\_  
Complexion Yellow Complexion \_\_\_\_\_  
Hair Black Eyes Brown Hair \_\_\_\_\_ Eyes \_\_\_\_\_  
Mother's Name Xue Xiang Chen Mother's Name \_\_\_\_\_  
Father's Name Zong Dian Zhu Father's Name \_\_\_\_\_  
Wife's Maiden Name N/A Wife's Maiden Name \_\_\_\_\_  
Photo 1 inch by 1 inch 

The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in \_\_\_\_\_

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President Bowei Zhu  
Secretary Qing Lu Zhu  
Treasurer \_\_\_\_\_  
Name Address Zip

26 Teakwood Drive Johnston MA 02919

# INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ☐ No ☒

Lunch

Yes ☒ No ☐

Dinner

Yes ☒ No ☐

Do you own the property? Yes ☐ No ☒ Tenant At Will Lease years

Hours of Operation:

Day Mon - Thurs Hours 11:30am - 10pm

Day Friday Hours 11:30am - 11pm

Day Sat - Sun Hours 12pm - 10pm

Floor Space 1500 Sq. Ft. Seating Capacity (if any) \_\_\_\_\_

Parking Capacity (if any) \_\_\_\_\_ spaces Number of Employees 6

List Cooking Facilities (and implements)

wok, stove, fryer, ~~oven~~

Will a food scale be in use for sale of items to the public? Yes ☐ No ☒

Will catering services be provided by you? Yes ☒ No ☐

*A copy of the following items must be submitted with the application:*

- ✓ 1. Layout Plan of Facility & Fixtures
- ✓ 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
- 3. Outside Facade and Sign Plan (dimensions, color)
- 4. Menu
- ✓ 5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ 5,000.

## FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date \_\_\_\_\_ Time \_\_\_\_\_

Board Action: Approved Yes ☐ No ☐

# APPLICANT'S RESUME

## Food Business Experience of Applicant

From 10/1/12 to present  
 Employee Bowei Zhu D/B/A Restaurant  
 Sole Owner \_\_\_\_\_ Location 123 Dorrance St providence  
 Partnership \_\_\_\_\_ Type Food Asian  
 Corporation Veggie Fun, Inc Number of Employees 6

From 1/1/12 to 9/30/12  
 Employee Bowei Zhu D/B/A Restaurant  
 Sole Owner \_\_\_\_\_ Location Staten Island, New York  
 Partnership \_\_\_\_\_ Type Food Asian  
 Corporation Fuh'mi, Inc Number of Employees 10

List any other information that you feel will assist in the review of this application.

## REFERENCES

Bank Citizens Bank Type Account Personal Business X  
 Address 63 Westminister St Phone 401-456-7010  
 Account Number \_\_\_\_\_ Contact \_\_\_\_\_  
 Personal Reference Luming Wu  
 Address 123 Dorrance St Phone 606-688-8695  
 Prior Employer Veggie Fun  
 Address 123 Dorrance St Phone 978-401-270-4700  
 Number of years employed 2 From 10/1/12 To 11/15/15 present  
 Contact Binglu Zhu Position Held Manager  
 Other \_\_\_\_\_

Name

Address

## APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Arlington MA

## 1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Zhu's Garden, Inc

B. Business Name (if different) : Zhu

C. Manager of Record: Qinglu Zhu

D. ABCC License Number (for existing licenses only) : 003000015

E. Address of Licensed Premises: 166 Massachusetts Ave

City/Town: Arlington

State: MA

Zip: 02474

F. Business Phone: 781-361-1755

G. Cell Phone: 917-285-4007

H. Email: lucyzhu0425@Gmail.com

I. Website:

J. Mailing address (if different from E.): 123 Dorrance street

City/Town: Providence

State: RI

Zip: 02903

## 2. TRANSACTION:

- ☐ New License
 ☐ New Officer/Director
 ☐ Transfer of Stock
 ☐ Issuance of Stock
 ☐ Pledge of Stock  
☒ Transfer of License
 ☐ New Stockholder
 ☐ Management/Operating Agreement
 ☐ Pledge of License

The following transactions must be processed as new licenses:

- ☐ Seasonal to Annual
 ☐ (6) Day to (7)-Day License
 ☐ Wine & Malt to All Alcohol

**IMPORTANT ATTACHMENTS (1):** The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

## 3. TYPE OF LICENSE:

- ☒ \$12 Restaurant
 ☐ \$12 Hotel
 ☐ \$12 Club
 ☐ \$12 Veterans Club  
☐ \$12 General On-Premises
 ☐ \$12 Tavern (No Sundays)
 ☐ \$15 Package Store

## 4. LICENSE CATEGORY:

- ☐ All Alcoholic Beverages
 ☒ Wine & Malt Beverages Only
 ☐ Wine or Malt Only  
☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

## 5. LICENSE CLASS:

- ☒ Annual
 ☐ Seasonal

**6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)**

NAME: Lucy Zhu

ADDRESS: 123 Dorrance Street

CITY/TOWN: Providence STATE: RI ZIP CODE: 02903

CONTACT PHONE NUMBER: 9172854007 FAX NUMBER: 4012707466

EMAIL: Lucyzhu0425@gmail.com

**7. DESCRIPTION OF PREMISES:**

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

Zhu's Garden is a restaurant catering to organic variations on Pan-Asian cuisine. The main dining room is at the front of the restaurant facing northeast toward Massachusetts avenue. Glazing on the northeast facade wraps around to the northwest corner at Egerton Road with a primary entrance to enter the restaurant is at the corner of the building. A small bar/counter is at the middle of the restaurant and kitchen is utilized at the back of the restaurant. Guest and staff accessible rest rooms is at the rear of the restaurant. all waste disposal and food and equipment delivery will be handled through the alley at the back of the building.

Total Square Footage: 1500 Number of Entrances: 2 Number of Exits: 2

Occupancy Number: Seating Capacity: 50

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

**8. OCCUPANCY OF PREMISES:**

By what right does the applicant have possession and/or legal occupancy of the premises? Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): Individual Other:

Name: Peter Rogaris Phone: 617-686-8912

Address: 80 Richmond Road City/Town: Belmont State: MA Zip: 02478

Initial Lease Term: Beginning Date March 1,2015 Ending Date Feb 28,2020

Renewal Term: 2 Options/Extensions at: 5 Years Each

Rent: 42,000 Per Year Rent: 3,500 Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?

Yes ☐ No ☒

IMPORTANT ATTACHMENTS (4):

1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

**9. LICENSE STRUCTURE:**

The Applicant is a(n):  Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

State of Incorporation/Organization:

Is the Corporation publicly traded? Yes ☐ No ☒

**10. INTERESTS IN THIS LICENSE:**

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

**IMPORTANT ATTACHMENTS (5):**

A. All individuals or entities listed below are required to complete a Personal Information Form.

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form.

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
Bowei Zhu	President	100%	

\*If additional space is needed, please use last page.

**11. EXISTING INTEREST IN OTHER LICENSES:**

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list said interest below:

Name	License Type	Licensee Name & Address

\*If additional space is needed, please use last page.

**12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:**

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated

**13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:**

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

**14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :****A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐

2. Are you a Massachusetts Residents? Yes ☐ No ☐

**B.) For Corporation(s) and LLC(s) :**

1. Are all Directors/LLC Managers U.S. Citizens? Yes ☐ No ☐

2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☐ No ☐

3. Is the License Manager or Principal Representative a U.S. Citizen? Yes ☐ No ☐

**C.) Shareholder(s), Member(s), Director(s) and Officer(s):**

1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☐ No ☐

**15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:****A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☒ No ☐

**B.) For Corporation(s) and LLC(s) :**

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes ☐ No ☒

2. Is the License Manager or Principal Representative a U.S. Citizen? Yes ☐ No ☒

**C.) Shareholder(s), Member(s), Director(s) and Officer(s):**

1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☒ No ☐

**16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:**

A. Purchase Price for Real Property: leased

B. Purchase Price for Business Assets: 67,000

C. Costs of Renovations/Construction: 3,000

D. Initial Start-Up Costs: 2,000

E. Purchase Price for Inventory: 2,000

F. Other: (Specify) 1,000

G: TOTAL COST 75,000

H. TOTAL CASH 75,000

I. TOTAL AMOUNT FINANCED 0

IMPORTANT ATTACHMENTS (6): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

**17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):**

Gift from parents \$7,500. Gift from uncle \$5,000  
Gift from sister \$8,000 Lend from friend \$13,000  
Gift from brother inlaw \$9,000  
Gift from uncle from china \$20,000  
Personal funds 13,000

\*If additional space is needed, please use last page.

**18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:**

A.

Name	Dollar Amount	Type of Financing

\*If additional space is needed, please use last page.

B. Does any individual or entity listed in \$19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes ☐ No ☒

If yes, please describe:

--



**19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)**

A.) Is the applicant seeking approval to pledge the license? ☐ Yes ☒ No

1. If yes, to whom:

2. Amount of Loan:  3. Interest Rate:  4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? ☐ Yes ☒ No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? ☐ Yes ☒ No

If yes, to whom:

IMPORTANT ATTACHMENTS (7): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

**20. CONSTRUCTION OF PREMISES:**

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: ☐ Yes ☒ No

we will remove the stove, and install a asian cooking wok.

21. ANTICIPATED OPENING DATE:

IF ALL OF THE INFORMATION AND  
ATTACHMENTS ARE NOT COMPLETE  
THE APPLICATION WILL BE  
RETURNED

*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street*  
*Boston, MA 02114*  
*[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**MANAGER APPLICATION**

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

**1. LICENSEE INFORMATION:**

Legal Name of Licensee:	Z hu's Garden Inc.	Business Name (dba):	Z hu Garden
Address:	26 Teakwood Drive		
City/Town:	Johnston	State:	RI Zip Code: 02919
ABCC License Number: (if existing licensee)	003000015	Phone Number of Premise:	646-525-6229

**2. MANAGER INFORMATION:**

A. Name:	Qinglu Zhu	B. Cell Phone Number:	917-285-4007
C. List the number of hours per week you will spend on the licensed premises:	40		

**3. CITIZENSHIP INFORMATION:**

A. Are you a U.S. Citizen:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	B. Date of Naturalization:	10/02/2014	C. Court of Naturalization:	10/02/2014
(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)					

**4. BACKGROUND INFORMATION:**

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please describe:	veggie fun restaurant in providence Rhode Island
B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe:	
C. Have you ever been the Manager of Record of a license that was issued by this Commission?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe:	
D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):	
10/1/2012 to present Manager Veggie Fun 123 Dorrance Street Providence RI 02903 4012702700. 1/1/2012 to 9/1/1012 Waitress Hane Japanese 346	

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature	Bo Wei Zhu	Date	1/29/2015
-----------	------------	------	-----------

*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street*  
*Boston, MA 02114*  
*[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**PERSONAL INFORMATION FORM**

Each individual listed in Section 1.0 of this application must complete this form.

**1. LICENSEE INFORMATION:**

A. Legal Name of Licensee	Bowel Zhu	B. Business Name (dba)	Zhu		
C. Address	166 Massachusetts Ave	D. ABCC License Number (If existing licensee)	003000015		
E. City/Town	Arlington	State	MA	Zip Code	02474
F. Phone Number of Premise	646-525-6229	G. EIN of License			

**2. PERSONAL INFORMATION:**

A. Individual Name	Bowel Zhu	B. Home Phone Number	917-285-4007		
C. Address	26 Teakwood Drive				
D. City/Town	Johnston	State	RI	Zip Code	02919
E. Social Security Number		F. Date of Birth			
G. Place of Employment	Veggie Fun, Inc				

**3. BACKGROUND INFORMATION:**

Have you ever been convicted of a state, federal or military crime? Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

**4. FINANCIAL INTEREST:**

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

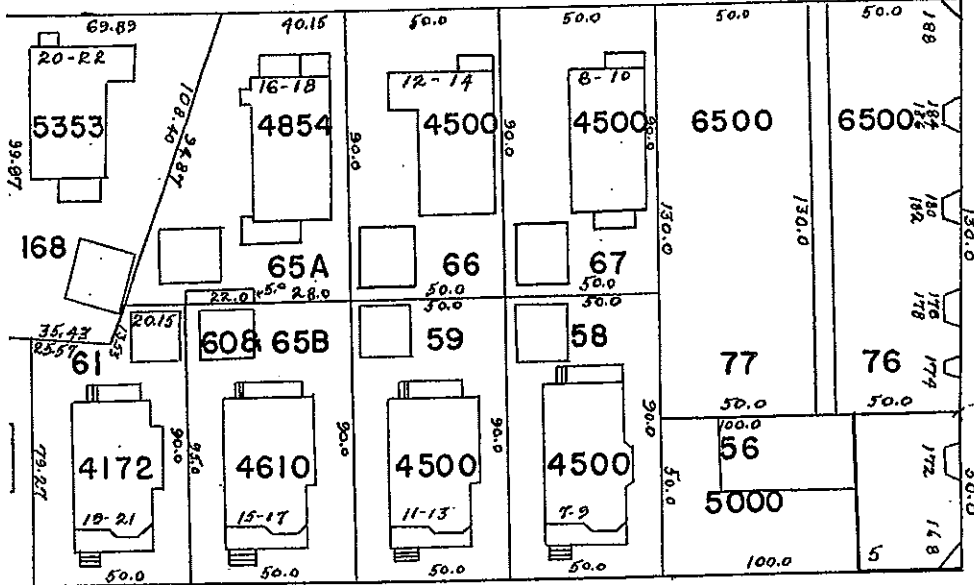
**IMPORTANT ATTACHMENTS (8):** For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.  
\*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

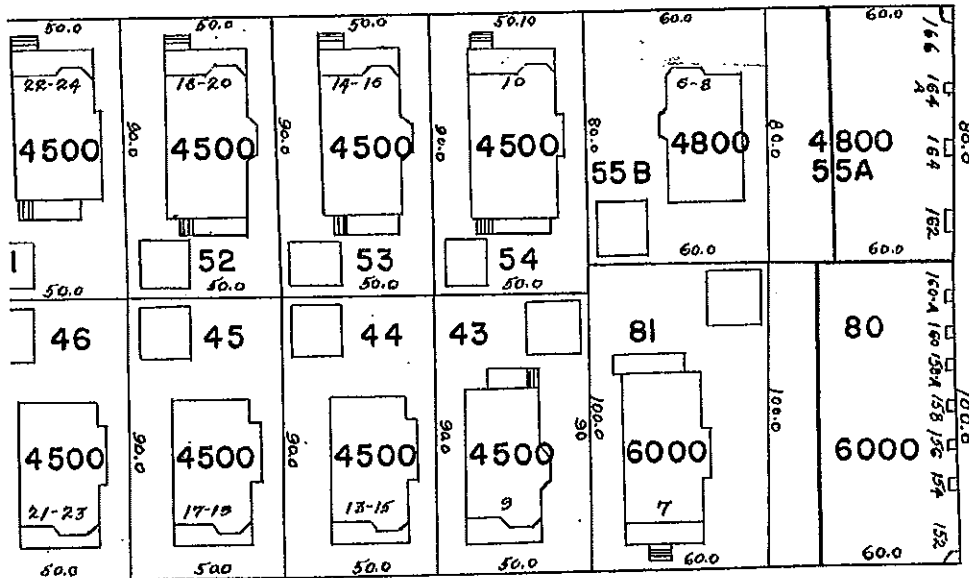
Signature	Bowel Zhu	Date	1/29/2015
Title	President	(If Corporation/LLC Representative)	

**STREET**

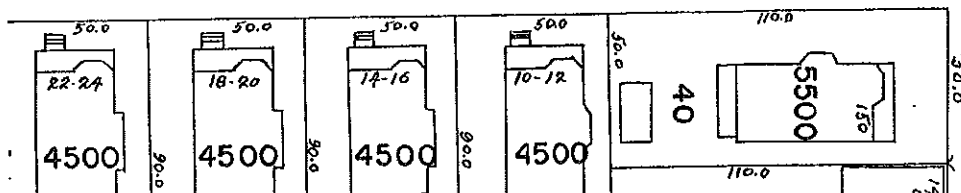
02



ROAD



STREET





## MAINTENANCE PROGRAM

1. Disinfect and wash floors and tables nightly.
2. Clean grills and steamtables nightly.
3. Wash and dry all silverware, pots, pans and tableware daily.
4. Clean grill and stove FilterKings once a week.
5. All trash and disposables in Dempsey Dumpster nightly.  
Lock Dumpster. Contents picked up twice a week.

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



## **Organic Blended Hot Tea    \$2**

\* Caffeine Free

### **Egyptian Mint**

Green Tea, pepper mint, stevia leaf

### **Peach Ginger**

Black tea from ceylon, ginger root, peach flavor

### **Coconut Chai**

Sri lankan black tea, cinnamon, ginger root, love, cardamom, orange peel, naturally extrated

### **Raspberry Earl**

Ceylon & Indian black tea, with Italian bergamot, freeze-dried raspberries & organic raspberry flavor

### **Grand Green**

Japanese sencha green tea, Italian bergamot essential oil, organic valencia orange peel, organic Indian ginger root, bulgarian roses

### **Genmai Cha**

Japanese brown rice green tea

### **\* Fire Light Chai**

Cinnamon, ginger, cardamom pods, whole cloves, valencia orange peels, nutmeg, & black pepper

### **\* Red Lavender**

South African rooibos and organic french lavender blossoms

## **Hot Coffee    \$3**

## **Homemade Iced-Drink**

<b>Fresh lemonade</b>	<b>3</b>
<b>Fresh Ginger Ale</b>	<b>3</b>
<b>Virgin Mojito</b>	<b>4</b>
<b>Iced Green Tea (sweetened or unsweetened)</b>	<b>3</b>
<b>Iced Mint Tea (sweetened or unsweetened)</b>	<b>3</b>
<b>Thai Iced-Tea</b>	<b>3</b>
<b>Thai Iced-Coffee</b>	<b>3</b>
<b>Passion Fruit Lemonade</b>	<b>4</b>
<b>Mint Lemonade</b>	<b>4</b>
<b>Shirley Temple</b>	<b>3</b>
<b>Lychee Soda</b>	<b>3</b>
<b>Passion Fruit Soda</b>	<b>3</b>
<b>Mango Green Tea</b>	<b>4</b>

## **Soda    \$2**

**Coke**

**Diet Coke**

**Sprite**

**Club Soda**



Before placing your order, please inform server if a person in your party has a food allergy

## **Appetizer**

<b>Spring Rolls(4)</b>	<b>5</b>	<b>Summer Rolls(2)</b>	<b>5</b>
Crispy rolls filled with cabbage, mushroom carrots and celery		Vietnamese style raw rolls with shredded cucumber, carrot, lettuce rice noodle, red peppers, basil leaves and cilantro with peanut sauce	
<b>Edamame</b>	<b>5</b>	<b>Age-Tofu</b>	<b>6</b>
Fresh soy beans steamed in the pot and sprinkled with sea salt		Japanese style deep fried bean curd with tempura sauce	
<b>Tempura Vegetables</b>	<b>6</b>	<b>Soy Skewers (2)</b>	<b>6</b>
Tempura fried broccoli, eggplant, and string bean		Marinated soy protein grilled with bell pepper, onion	
<b>Vegetable Dumplings(6)</b>	<b>6</b>	<b>King-Oyster Mushroom</b>	<b>8</b>
Steamed or pan-fried, served with spicy garlic sauce		Batter dipped king-oyster mushroom, spicy sauteed with salt pepper, scallions and diced bell-peppers	
<b>Scallion Pancake</b>	<b>6</b>	<b>Sweet Yam Fries</b>	<b>6</b>
Pan fried vegetarian pancake, with bits of scallions topped homemade mango salsa with hoisin sauce		Crispy, sweet potato	
<b>Curry Samosas(6)</b>	<b>6</b>	<b>Crispy Soy Nuggets</b>	<b>6</b>
Indian-style vegetable pastries with mint chutney dip		Breaded, deep fried soy protein nuggets, served with plum sauce	
<b>Cheese Wonton(6)</b>	<b>6</b>	<b>Grilled Eggplant</b>	<b>5</b>
Carrot, celery, onion, and cheese		With miso sauce, topped with sesame seaweed seasoning	
<b>Autumn Rolls</b>	<b>7</b>	<b>B.B.Q Seitan</b>	<b>6</b>
Shredded vegetables, enoki mushrooms, bamboo shoots wrapped in delicate soy bean sheets, deep fried and served with spicy hot sauce		Grilled seitan with barbeque sauce	
<b>kimchee</b>	<b>5</b>	<b>Roll Sampler (2 each)</b>	<b>11</b>
Korean style spicy cabbage with cilantro		Spring roll, summer roll, autumn roll served with special sauces	
		<b>Soy Fingers</b>	<b>6</b>
		Breaded deep fried soy protein strip, serve with sweet cilantro sauce	

## **Soup**

<b>Miso Mushroom Soup</b>	<b>3</b>
With mushroom, seaweed, tofu and scallion	

## **Side Order**

<b>Steamed Greens</b>	<b>6</b>
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**1 Lemongrass Hot & Sour Soup**      **4**  
With silken tofu, bamboo shoots, mushrooms,  
and shredded vegetables

**Steamed Vegetables**      **6**  
**Steamed Broccoli**      **5**  
**Brown Rice**      **1.5**

## Salad


<b>House Green Salad</b> Fresh mixed green with carrots, cucumber with ginger dressing	4/7	<b>Avocado Salad</b> Sliced avocado, mixed greens with ginger dressing	6/8
<b>Spinach Salad</b> Baby spinach, almond, chick peas with yuzu dressing	5/8	<b>Mango Salad</b> Sliced mango, mixed greens, asparagus, peppers with mango dressing	6/8
<b>Seaweed Salad</b> Japanese style marinated seaweed	5/8	<b>Soy Protein Salad</b> Thin-sliced soy protein, almonds, pine nuts, mixed greens with peanut sesame dressing	6/9

## Noodle & Rice

<b>Udon or Soba Noodle Soup</b> Japanese thick whole-wheat udon or thin green tea soba with firm tofu, seaweed, spinach, carrots, mushrooms in miso soup	10	<b>Bangkok Pineapple Fried Rice</b> Brown Rice ,Fresh pineapple, soy protein, raisins and vegetables topped with sliced avocado	10
<b>Stir-Fried Udon or Soba</b> Japanese style whole-wheat udon or thin green tea soba with carrot, celery, shredded vegetables stir-fried with firm tofu	10	<b>Curry Veggie Noodle Soup</b> Slow cooked curry with soy protein, broccoli, carrots, potatoes and rice noodles in the soup	11
<b>Kimchee Yaki Udon</b> Korean style Spicy kimchee stir-fried with Whole-wheat udon and shredded vegetables	10	<b>Pad-Thai</b> Traditional thai noodles in a light spicy sweet sauce stir-fried with firm tofu, scallion, bean sprouts, topped with crushed peanuts	10
<b>Singapore style Rice Noodles</b> Curry sauteed angle-hair rice noodle with celery, carrot, bean sprout and firm tofu	10	<b>Veggie Fun Macro Bowl</b> (with Miso Soup) Steamed chick peas, seaweed, soft tofu broccoli, kale, carrot over brown rice Served with mint chutney sauce	13
<b>Korean Style Clear Noodles</b> With spinach, thin-slice soy protein, scallions, mushroom and bell peppers	11	<b>Bi-Bim Bap</b> (with Miso Soup) (cold) Korean style rice bowl topped with seitan, avocado, seaweed, chick peas, spinach, mango salsa and kimchee, served with peanut sauce	13
<b>Cold Noodles</b> Cold green-tea noodles tossed with sesame sauce and scallions	7		

## Main Course

Served with brown rice and choice of miso soup or green salad

<b>Black Pepper Seitan</b>	<b>14</b>
Thin-sliced wheat protein sauteed in a savory black pepper brown sauce over kale	
<b>Mango Soy Protein</b>	<b>13</b>
Sliced soy protein with mango, zucchini, asparagus, pepper in mango sauce	
<b>Sweet-Citrus Soy Protein</b>	<b>13</b>
Marinated soy protein in a sweet and tangy citrus sauce topped with almonds over kale	
 <b>Malaysian Curry Stew</b>	<b>13</b>
Slow-cooked yellow curry with soy protein, broccoli, carrots and potatoes	
 <b>Basil Soy Protein</b>	<b>13</b>
Tender sliced soy protein sauteed in basil sauce with zucchini, asparagus and peppers	
<b>Smoked Teriyaki Seitan</b>	<b>14</b>
Sliced smoked wheat protein in teriyaki sauce over string beans with seaweed sesame seasoning	
<b>Sweet and Sour Sesame Soy Protein</b>	<b>13</b>
Lightly battered fried soy protein, broccoli, cauliflower, pineapple and peppers in sweet and sour sauce	
 <b>General Tso's Soy Protein</b>	<b>14</b>
Breaded medallions of soy protein in spicy General Tso's flavor sauce over broccoli	
 <b>Kung Pao Eggplant</b>	<b>13</b>
Eggplant, tofu, asparagus, peppers in black bean sauce, with peanuts on top	

 <b>Orange Flavor Seitan</b> Breaded medallions of wheat protein in spicy orange flavor sauce over broccoli	14
<b>Tofu Delight</b> Firm organic tofu, broccoli, carrot, zucchini, lotus root, asparagus and cauliflower in a brown sauce	12
 <b>Eggplant String Beans</b> Sautéed eggplant a in spicy garlic sauce over string beans	12
<b>Moo-Shu Fantasia (4 wrappers)</b> Wok sauteed shredded green cabbage, carrots, shiitake mushrooms, scallion with hoisin sauce	13
<b>Mushroom Seitan</b> Thin sliced wheat Protein sauteed in savory brown sauce with mushroom and carrots	14
<b>Lettuce Wraps (4 pieces)</b> Diced vegetables, shiitake mushrooms, peppers, carrots onions and celery topped with pine nuts	13
<b>Tofu Teriyaki Sizzling Platter</b> organic firm tofu, broccoli, bean-sprouts and onions in teriyaki sauce	13
<b>Soy Cutlet Sizzling Platter</b> Breaded soy cutlets sauteed in black bean sauce with broccoli, onions, bamboo shoots	14
 <b>Ma Po Tofu</b> Soft tofu sauteed with diced celery, carrot, onion, mushroom in hot spicy brown sauce	12
<b>Steamed Assorted Vegetables</b> Broccoli, carrots, cauliflower, asparagus, zucchini, string beans and lotus root with brown sauce on the side	12

## Lunch Special

**\$8**

Monday to Friday until 3:00pm (exclude holidays)  
All served with brown rice, miso soup and spring roll  
L13, L14 no rice

**L1. Black Pepper Seitan**

**L2. Mango Soy Protein**

**L3. Sweet-Citrus Soy Protein**

**L4. Malaysian Curry Stew** ♪

**L5. Basil Soy Protein** ♪

**L6. Smoke terriyaki seitan**

**L7. Sweet and Sour Sesame Soy Protein**

**L8. General Tso's Soy Protein** ♪

**L9. Orange flavored Seitan** ♪

**L10. Tofu Delight**

**L11. Eggplant String Beans** ♪

**L12. Steamed Assorted Vegetables**

**L13. Stir-Fried Udon or Soba**

**L14. Singapore Style Rice Noodle** ♪

# Veggie Fun Catering Menu

## APPETIZER

Spring Roll (30)	\$30
Summer Roll (20)	\$45
Edamame	\$35
Age Tofu (40-50)	\$25
Sweet Yam Fries	\$45
Tempura Vegetables	\$30
Crispy Soy Nuggets (35)	\$30
Vegetable Dumplings (35)	\$30
Soy Skewers (12)	\$30
Scallion Pancakes	\$30
King-Oyster Mushrooms (60)	\$40
Curry Samosas (35)	\$30
Grilled Eggplant (20)	\$25
Autumn Rolls (35)	\$35
Cheese Wonton (40)	\$30
B.B.Q Seitan (20)	\$30
Soy Fingers (40)	\$30

## **Soup and Salad**

Miso Mushroom Soup (quart)	\$6
Lemongrass Hot & Sour Soup (quart)	\$8
House Salad	\$35
Avocado Salad	\$40
Spinach Salad	\$40
Mongo Salad	\$40
Soy Protein Salad	\$45

## **NOODLES & RICE**

Stir-Fried Udon Or Soba	\$45
Singapore Style Rice Noodle	\$45
Korean Style Stir-Fried Clear Noodle	\$50
Bangkok Pineapple Fried Rice	\$45
Pad-Thai	\$45
Cold Noodles	\$45

## **MAIN COURSE**

Black Pepper Veggie Beef	\$65
Mango Soy Chicken	\$60
Sweet-Citrus Soy Chicken	\$60
Malaysian Curry Stew	\$60
Basil Soy Chicken	\$60



Smoked Teriyaki Soy Duck	\$65
Sweet and Sour Sesame Soy Chicken	\$60
General Tso's Soy Chicken	\$65
Kung Pao Eggplant	\$65
Orange Veggie Beef	\$65
Tofu Delight	\$50
Eggplant String Beans	\$50
Moo-Shu Fantasia	\$55
Mushroom Seitan	\$65
Lettuce Wraps	\$60
Tofu Teriyaki Sizzling Platter	\$55
Soy Cutlet Sizzling Platter	\$65
Steamed Assorted Vegetables	\$50



## **Town of Arlington, Massachusetts**

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### **Discussion and Adopt: Draft Selectmen's Handbook, Parking Policies and Regulations**

#### **Summary:**

Kevin F. Greeley, Selectman

#### **ATTACHMENTS:**

Type	Description
▣ Backup Material	draft Parking Policies and Regulations

TOWN OF ARLINGTON  
Massachusetts  
BOARD OF SELECTMEN

**DRAFT**

**PARKING POLICIES AND REGULATIONS**



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## **Selectmen's Duties and Responsibilities & Other Parking Personnel**

The Board of Selectmen serve as the Traffic and Parking Commissioners for the Town under the General Laws, setting all policies within the discretion afforded to local governments. Broadly defined, "parking" rules and regulations are multi-tiered; including state laws, Town bylaws, and Selectmen issued regulations known as "Traffic Rules and Orders." However, the majority of parking rules and regulations of significance for day-to-day residential and business concerns are set forth in Article "V" of Traffic Rules and Orders (available on the Town website).

While the Police Department is charged with enforcing most parking rules and regulations, the Board is charged with appointing and supervising a Parking Clerk to oversee the day-to-day processing of parking tickets pursuant to G.L. c. 90 §§20A and 20A ½. Said Parking Clerk may hire or designate such staff as necessary to effectively carry out the duties of the Clerk. Tradition in Arlington is that the Town Treasurer is appointed as Parking Clerk on a term concurrent with the Treasurer position. At present, the Parking Clerk receives a \$20,000 stipend for him or herself and any necessary assistant clerk staffing. While the Treasurer maintains independence in all of his or her duties in such position, it must be noted that as Parking Clerk, he or she reports to the Board of Selectmen.

## **I. Overnight Parking**

There is an On Street Overnight Parking Ban: Between the hours of 1:00 A.M. to 7:00 A.M. no vehicles shall be allowed to park on any public street in the Town for more than one (1) hour, unless such parking is for good cause as determined and authorized by the Arlington Police Department (Police Chief, or in their absence, the on-duty Senior Superior Officer/Shift Commander) and the Board of Selectmen.

The Town recognizes there are a few circumstances where a resident may need an:

- Overnight parking waiver provided by the Police Department
- Overnight parking permit provided by the Selectmen's Office or the Treasurer's Office

### **Waivers**

An overnight On-Street Parking Waiver (Temporary/Maximum 8 per calendar year) is provided by the Police Department with no fee for the following circumstances:

1. Expecting an overnight guest
2. Disabled motor vehicle

For a driveway out of service because it is occupied by a pod or dumpster, or other building related circumstances you need to contact the Inspectional Services office at 781-316-3390.

*How to Request an Overnight Parking Waiver- Police Department:*

1. Make a Request online at: [www.arlingtonma.gov](http://www.arlingtonma.gov) via the Request/Answer Center (login required).
  - Select Make a Request
  - Select "Overnight Parking Request" (login or create an account) and fill out form; or
2. Call the Overnight Parking Request Hotline at 781-316-3960

Overnight Parking Waivers requests require the following information:

- Address (your address, car must be parked in front of your house)

- Car registration # and State
- Phone number (to best reach you)
- Reason (one of three only: overnight guest, disabled vehicle, driveway maintenance)
- Date of Request (Note: Saturday at 10:00 P.M. is the latest you can request a parking waiver for Sunday 1:00 A.M. to 7:00 A.M., and so on)

If you submit your Overnight Parking Request before the deadline, your waiver will automatically be approved, unless you have previously been notified by the Arlington Police Department of an Overnight Parking Denial. After you have received a denial, you cannot make another request until the next calendar year, unless otherwise instructed.

*Waivers are at the discretion of the Arlington Police Department*

These limited Overnight Parking Waivers are approved at the discretion of the Arlington Police Department and are granted as a courtesy for these specific event types. The APD feels these guidelines will be sufficient for most residents and provides a balance between upholding the overnight parking bylaw and providing some relief to residents. This process will also eliminate abuses of this courtesy and allow police dispatch to focus on emergency calls and other higher priority tasks. If you have an extenuating circumstance not listed here, please contact the Board of Selectmen's Office at 781-316-3020.

**Permits**

Overnight Municipal Lot Parking Permit (permanent) is provided by the Treasurer's Office for a fee for the following circumstance:

1. Need overnight parking – long term

Overnight On-Street Parking Permit (permanent or temporary) is provided by the Board of Selectmen for the following circumstances:

1. Engineering impossibilities for having a driveway
2. Medical Services
3. Driveway construction
4. Extenuating circumstances

*How to Request an Overnight Parking Permit*

To request a Municipal Lot Permit (permanent):

- Buy permits at the Treasurer's Office with proof of Arlington residence for one of multiple municipal lot locations (see attached Parking Map). The fee is \$365.00 annually and prorated every three (3) months.

To request an On-Street Permit (permanent):

- Request in writing to the Board of Selectmen's Office. This request will be processed and the applicant will be scheduled as an agenda item within four (4) to six (6) weeks after submittal. Inspection reports will be requested from Police and Fire Departments for recommendations. The fee is \$160.00 for the initial year and renewable yearly for \$75.00.

To request an On-Street Permit (temporary):

- Request in writing to the Board of Selectmen's Office. This request will be processed by the Office with input from the Safety Officer and Parking Clerk when necessary. The fee is determined on an individual basis per circumstance.

Overnight Parking Permit requests require the following information:

- Address (your address, car must be parked in front of your house)
- Car registration # and State
- Phone number (to best reach you)
- Reason for the request
- Date of request

### **Snow Operations & Snow Emergencies**

No waivers will be granted during snow emergencies, in snow removal operations as defined by Public Works, or when other parking restrictions are in place. This will allow Public Works to conduct their snow removal operations more effectively. This applies to all residents; even those with parking permits must be off the street. You can read more about Snow Emergency Declarations on the Snow & Ice Information page on the Town's website.

Both the online Overnight Parking Waiver System and the Hotline will not be in service during these times. If you previously were granted a waiver, it will automatically be null and void and you may not necessarily be alerted of this



fact. To be alerted of snow emergencies via email, you can subscribe to “Town of Arlington Notifications” at [Arlingtonma.gov/subscriber](mailto:Aringtonma.gov/subscriber).

### **General Parking Rules**

Residents are reminded that regardless of the weather conditions, cars are not to obstruct roadways in accordance to Traffic Rules and Orders, Article V Parking, Section 1 (e), which prohibits the parking of a vehicle “upon any roadway where the parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.” Not all streets can accommodate parking within this rule when snow accumulates. Parked cars violating this rule will be subject to ticketing and towing. Please be cognizant of where you park your car at all times.

### **Appeal a Parking Ticket**

If you have received a parking ticket and want to appeal it, you can find more information on our website.

### **Report Habitual Overnight Parking**

To report habitual overnight parking complaints, please email information about the car, the address it is parked at, and how many nights to: [parkingcomplaints@town.arlington.ma.us](mailto:parkingcomplaints@town.arlington.ma.us).

## **II. Day Time Parking**

No person shall park a vehicle for a period of time longer than two hour, unless otherwise noted, between the hours of 8:00 A.M. and 6:00 P.M. on all week days on any of the streets or parts of the streets or as may hereafter be fixed by the Board of Selectmen on any day. This restriction shall not apply on Sundays or during the hours of legal holidays during which business establishments are required by law to remain closed. The Town recognizes there are a few circumstances where a resident may need a day time parking permit.

- (a) **Municipal Lot Day Time Parking Permit:**  
Buy permits at the Treasurer’s Office with proof of Arlington residence or Arlington employment for one of the municipal lot locations (see attached Parking Map). The fee is \$50.00 monthly.
- (b) **On Street Day Time Parking Permit (temporary):**

Request in writing to the Board of Selectmen's Office. This request will be processed by the Office with input from the Safety Officer and Parking Clerk when necessary. The fee is determined on an individual basis per circumstance.

(c) On Street Day Time Parking Permit (permanent):

Request in writing to the Board of Selectmen's Office. This request will be processed and scheduled as an agenda item within four (4) to six (6) weeks after submittal. Inspection reports will be requested from Police and Fire Departments for recommendations. The fee is \$160.00 for the initial year and renewable yearly for \$75.00.

### **III. Regulations in Municipal Public Parking Places**

All existing statutes, rules, orders, or regulations relative to the operation or use of vehicles shall apply insofar as they are applicable to Municipal Parking Places leased, owned, or in any way under the control of the Town.

TRANSFERRING MERCHANDISE IN MUNICIPAL PUBLIC PARKING PLACES PROHIBITED – No vehicle used or designed for the transportation of goods, wares, or merchandise shall park or stop in any parking area owned, leased or in any other way under the control of the Town for the purpose of loading or unloading, exchanging or transferring from or to said vehicle, goods wares or merchandise.

*For more information please see the Town Bylaws and Traffic, Rules, and Orders.*

### **IV. Residential Handicap Parking Sign**

#### **Purpose of Handicap Parking Space**

The Town may grant a designated on-street handicap parking space to a resident who can demonstrate that the granting of such a space will increase their ability to access/egress their home, given that a demonstrated and substantial hardship exists. Handicap spaces are for anyone with a handicap plate or placard - they are not reserved parking spaces.

**Application Eligibility**

In order to apply for a residential handicap parking sign, a resident must possess a Handicap Plate or Placard, issued by the Massachusetts Registry of Motor Vehicles.

**The Review Process**

After a resident has filed an application for a designated handicap parking space, representatives of the Police Department will review the actual site. Based upon this review, they will make a recommendation to the Board of Selectmen as to whether to grant the sign. The recommendation will be based upon the following criteria:

**Off-Street Parking**

- Does the applicant's residence, whether rented or owned, have off-street parking, and if not, is it structurally feasible for off-street parking to be constructed?
- Can structural improvement be made to already available off-street parking to improve accessibility?
- If off-street parking exists, how many cars in depth and in length can park in the driveway or garage?
- Does the applicant rely upon the use of mobility apparatus, i.e., wheelchair lift or oxygen tank that renders existing parking inadequate? Applicants need not necessarily make use of such apparatus to be granted a designated space.
- Will the requested space provide the most direct and convenient access between home and car?
- If the applicant is the property owner and resident in a multiple unit building, are a certain number of off-street spaces included in their tenant's lease?
- If the applicant is a tenant, does the property owner provide off-street parking in the lease?
- Is the applicant's street consistently congested and likely to present on-going difficulty to the applicant in finding on-street parking?

**Public Safety:**

- Does the granting of the designated space alter the existing ability of fire apparatus to access the area?
- Will the designated space adversely impact the existing traffic flow?

## **Application Process**

Residents desiring a residential handicap parking permit should complete the application and return it to the Office of the Board of Selectmen. Within a two-week time period, the Police Department will make a recommendation to the Board of Selectmen as to whether the space should be granted. If the recommendation is in support of granting the space, the matter will be placed on the agenda of the next regularly scheduled meeting of the Board of Selectmen. The applicant or a representative is required to appear before the Board of Selectmen. **Please note that the permit does not allow for on street overnight parking. It is also noted that the vehicle must be removed during "Snow Emergencies".**

## **Appeal Process**

If the recommendation is against granting the space, the applicant will receive a notice of such with a copy of the adverse recommendation. At this time the application is considered to have been denied. In the event that the applicant wishes to appeal the decision of the Police Department, the applicant may send written correspondence to the Town's Americans with Disabilities Act (ADA) Coordinator. This correspondence should outline the reasons why the applicant disagrees with the adverse recommendation of the Police Department. Within a two-week time period the ADA Coordinator must inform the applicant as to whether he/she supports the decision of Police Department.

If the ADA Coordinator supports the adverse recommendation then the application is denied. The Board of Selectmen will then receive a complete copy of the application, the Police Department report, and the ADA Coordinator's report.

If the ADA Coordinator is in disagreement with the Police Department, then the ADA Coordinator will convene a meeting with the Police Department to determine if any other options meet the approval of the Police Department. If the result is the placement of a sign, then the matter is placed before the Board of Selectmen at their next regularly scheduled meeting for approval; the applicant is not required to attend this meeting. If no agreement is reached between the Police Department and the ADA Coordinator, a special meeting of the Selectmen's Parking Subcommittee will be convened for the purpose of resolving the matter.

In all circumstances the Board of Selectmen as an amendment to the traffic rules and orders must approve the placement of a sign.

## **Review of Permit**

All signs will be subject to an annual review by the Police Department and approval by the Board of Selectmen. In the event that the applicant has moved from the premises the Town will immediately remove the sign.

## **V. Private Way Parking**

Parking on private ways is controlled by abutting property owners. Pursuant to the requirements of G.L. c. 266 sec. 120D, said property owners may object to others parking on the portion of the private way abutting their homes, but must both notify the person or persons parking without their consent of their objection, and notify appropriate police department staff of their intention to have a vehicle removed before any parked vehicle may be towed.

Property owners abutting private ways are encouraged to read and understand their obligations and potential liabilities under sec. 120D before having any vehicles towed.

## **VI. Penalties (towing/tickets)**

The established fines for parking violations are:









Meter (expired or no voucher):	\$15.00
Overtime Parking:	\$15.00
Not within designated parking area:	\$15.00
Wheels over 12' from curb:	\$15.00
Wrong direction parking:	\$15.00
Improper angle parking:	\$15.00
All night parking (over 1 hr. between 1 a.m.-7 a.m.)	
	\$25.00
Sidewalk	\$25.00
Restricted area	\$25.00
Double parking:	\$25.00
Within 20' of intersection:	\$25.00
Crosswalk	\$25.00
Bus stop	\$100.00
Taxi Cab Stand	\$25.00
Hydrant (within 10')	\$100.00
Obstructing driveway	\$25.00
Obstructing private way	\$25.00
Failing to leave an unobstructed 10' lane of traffic	
	\$25.00

Alongside or opposite any street excavation that would obstruct traffic	
	\$25.00
Interference with plowing or removal of snow and/or ice	
	\$25.00
Fire lane	\$25.00
Handicap/Ramp	\$200.00

# Municipal Parking Lots

of the  
Town of Arlington, MA

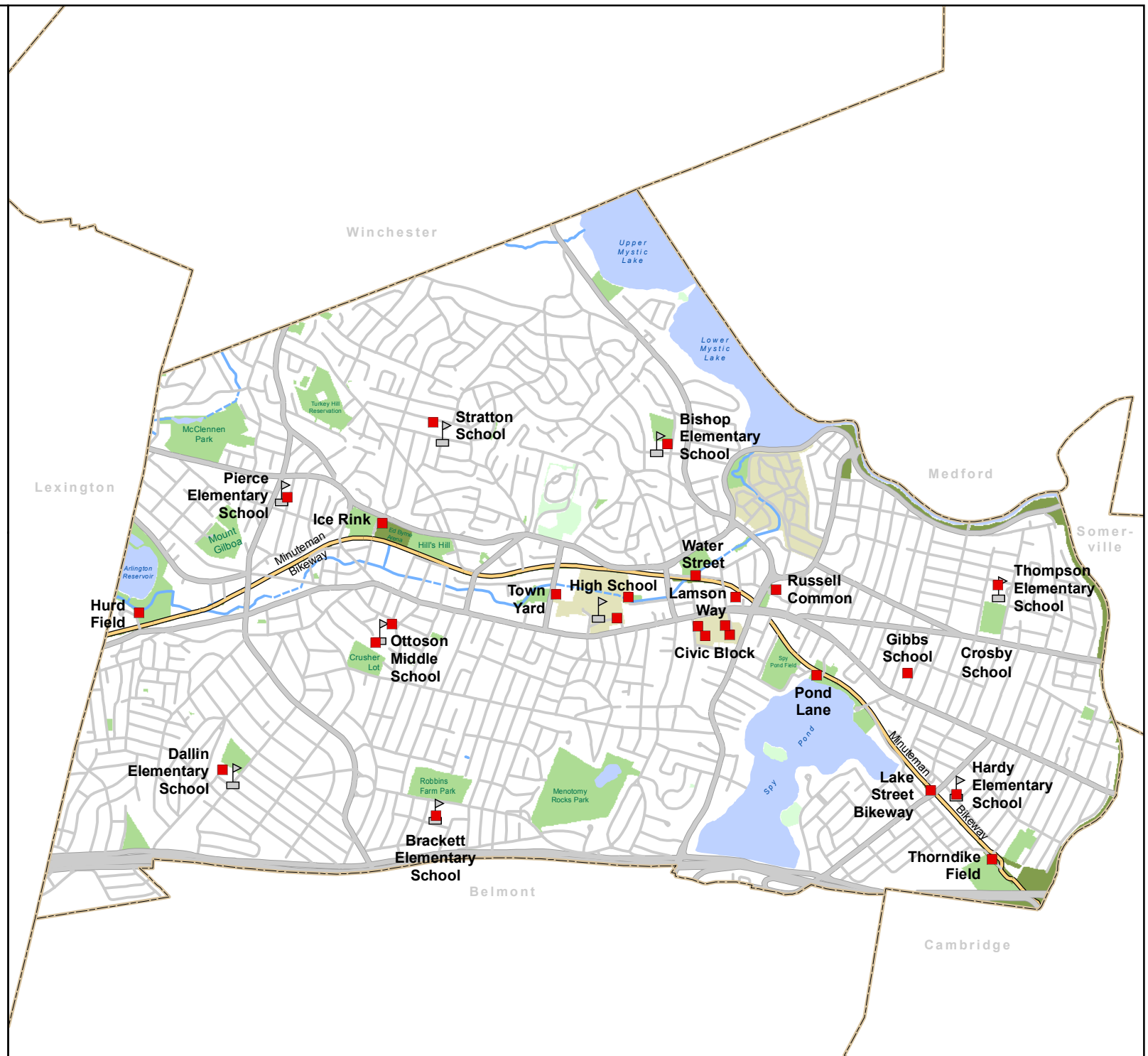
## LEGEND

- Municipal Parking Lot
-  School
-  Minuteman Bikeway
-  Brook / Stream (surface)
-  Brook / Stream (subsurface)
-  WaterBody
-  Major Road
-  Public / Private Road
-  Town Boundary



The information shown on this map is from the Arlington Geographic Information System (GIS) database and is intended for informational purposes only. Users are responsible for determining its suitability for their intended use or purpose.

Map created by the Arlington GIS Office,  
2/24/2015.





## Town of Arlington, Massachusetts

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### Town Manager's Evaluation

#### Summary:

Steven M. Byrne, Chair

#### ATTACHMENTS:

Type	Description
☐ Reference Material	Performance Review Consensus





## TOWN OF ARLINGTON HUMAN RESOURCES DEPARTMENT

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476  
PHONE (781) 316-3120 FAX: (781) 316-3129

CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

### Memorandum

To: Board of Selectmen Chairman Steven M. Byrne  
From: Director of Human Resources Caryn Malloy  
Re: Town Manager Adam Chapdelaine Performance Review  
Date: March 5, 2015

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Pursuant to the evaluation forms completed by each member of the Board of Selectmen I am providing you with the consensus document for your consideration.

1. Personal Characteristics – Average Score 4.88

Among the components of this category are to display honest and ethical behavior and to deal effectively with unforeseen issues and problems. Board members described Adam as exhibiting the "highest level of personal integrity" and as a leader who works to do the "right" thing. Members gave Adam credit for his leadership in the context of the many serious snowstorms this winter and were also complimentary of his approach involving various stakeholders when faced with strong conflicting opinions on complex matters facing the Town. One member indicated his belief that Adam's strong personal characteristics are what enable him to be the excellent manager that he is. Another member expressed his support in encouraging Adam to take more of his vacation time in order to help sustain his ability to be effective.

2. Professionalism – Average Score 4.63

Members of the Board expressed that Adam has emerged as a well-respected municipal manager and that he has exhibited leadership not only locally but also at the state level serving on the Massachusetts Municipal Association's Board of Directors. One member had the opportunity to speak with some municipal leaders who had attended a statewide conference at which Adam presented on Arlington's Visual Budget, and was impressed by how complimentary they were of Adam's knowledge and expertise. Members were also impressed by Adam's frankness and honesty when he may not be as knowledgeable in a particular area and his active and continual follow-up in seeking and learning new information.

3. Public Relations/Communication – Average Score 4.9

Board members described this area as among Adam's strongest. Board members were complimentary of the utilization of newer technologies as well as traditional ones (the television spot on ACMI about snow removal for example) in providing communication to residents. However one member expressed there is room for improvement in this area specifically mentioning that the new website is viable but "still clunky" in many respects; this same member expressed faith that Adam is the right person to further refine the Town's communications to make residents understand the decision making and rationale behind service delivery.

4. Board Support/Relations – Average Score 4.64

Board members expressed that the support they receive from Adam makes them more effective in their role. They are appreciative of the level of detail they are provided and that their input is solicited on "milestone" decisions. One Board member indicated that Adam has made progress on the majority of his goals set for the year and that his advice to the Board is "invaluable".

5. Community Leadership – Average Score 4.7

Members expressed appreciation for Adam working with a number of volunteer groups and helping those groups get connected with one another in order to take full advantage of the talents of our residents. Another member commented that Adam takes the time to build relationships and gives effort to causes that may not strictly fall under the purview of the Town Manager.

6. Organizational Leadership/Personnel Management – Average Score 4.31

Board members indicated that Adam is well liked by the staff of the Town and that they are often approached by employees with this commentary without asking. The Board was very appreciative of the approach Adam took with the potential departure of Police Chief Frederick Ryan and counted the Chief's ultimate decision to stay in Arlington as a testament to Adam's strength as a Town Manager. One Board member expressed some concerns with some of the Manager's direct reports and also indicated that among the team of department heads there is a varying degree of strength; this member made these comments in the context that in order for Adam to succeed and sustain himself as a manager, he needs exceptional people to support him and carry out his directives.

7. Financial Management – Average Score 4.9

Board members describe Adam's financial skills as "top notch". Members were complimentary of Adam providing guidance and leadership to the Long Range Planning Committee during a time of competing pressures on service delivery. Members appreciated Adam's vision in recommending adjustments to projections that are more closely aligned with actual experience such as rising school enrollments. Members were complimentary of his budget presentations describing them as clear and concise. They were also complimentary of his pursuit of grant opportunities and information provided to them when seeking financial information.

8. Planning and Organization – Average Score 4.73

Members were complimentary of Adam's ability to balance short and long term goals and also with his commitment to using goals and objectives as an effective tool. Members were complimentary of Adam's support to the Board, in concert with Town Counsel, for Town Meeting. One member expressed a desire to tighten up Town Meeting to an even greater degree than it already has been, but this same member recognized that due to factors beyond the manager's control, this may not be possible.

9. Overall – Average Score 4.83

Members of the Board are concerned that Adam get the support he needs from the staff in order to continue to be happy and successful in his role. Moving forward the Board would like to see progress in getting quicker turnaround in putting efficiencies in place of outdated methodologies. Some also requested a quicker turnaround time and follow-up to information requested from various department heads. More than one member emphasized that Adam needs to work smarter not harder including setting clearer limits on what can reasonably be expected and to delegate more.

Consistent positive themes from the Board included Adam's communication skills and most importantly within those skills, that he is an excellent listener. Adam's ability to receive input from many stakeholders, make his own decisions and recommendations while not alienating people was noted as one of his greatest skills. Members were also complimentary of his ability to connect with employees and have a positive impact on employee morale.

Members acknowledged that the demands on the Town Manager in Arlington are enormous and that whatever efforts that can be made to spread the demand among the staff are the key to Adam's sustainability. More than one member expressed that while they are clear that he is not required to live in Arlington, they are appreciative of the fact that Adam and his family have chosen to live in Arlington. Overall the Board expressed that they are fortunate to have an extremely capable Town Manager, and would like to develop strategies to retain him.



## Town of Arlington, Massachusetts

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### Discussion: Future BoS Meetings

#### ATTACHMENTS:

Type	Description
 Reference Material	Calendar April - June

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3 Good Friday	4 Passover
5 Happy Easter	6	7	8	9	10	11
12 Orthodox Easter	13	14	15	16	17	18
19	20 Patriots' Day	21	22	23	24	25
26	27 Town Meeting First Night	28	29	30		

2015

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10 HAPPY MOTHER'S DAY	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 MEMORIAL DAY	26	27	28	29	30
31						

2015

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
HAPPY FATHER'S DAY						
28	29	30				

2015



## Town of Arlington, Massachusetts

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### Articles for Review

#### Summary:

Article 7 Zoning Bylaw Amendment and Bylaw Amendment/Regulation of Posted Event Notices

Article 13 Disposition of Real Estate/1207 Massachusetts Avenue

Article 46 Resolution/Master Plan Endorsement

#### ATTACHMENTS:

Type	Description
☐ Reference Material	Warrant Articles #7, 13 and 46 text
☐ Reference Material	Town Counsel Memo 3.6.15 re Articles #7, #13, and #46
☐ Backup Material	ARB comments #7 & #46
☐ Reference Material	Letter sent to 10 registered voter article 7



To see if the Town will vote to amend the Zoning Bylaws and the Town Bylaws to allow for and regulate the posting of appropriate signage for the noticing of certain types of events on either private or public property, including but not limited to Town events, non-profit events, personal yard sales, and lost pets; or take any action related thereto.

To see if the Town will vote to authorize the Board of Selectmen to dispose of 1207 Massachusetts Avenue in Arlington and/or its appurtenant land by sale or otherwise under such terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

To see if the Town will accept, receive, or resolve to endorse the Master Plan, adopted by the Arlington Redevelopment Board; or take any action related hereto.

(Inserted at the request of the Redevelopment Board)



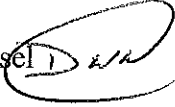
**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager  
John Leone, Town Moderator  
Carol Kowalski, Director of Planning  
Proponents of Citizen Articles

From: Douglas W. Heim, Town Counsel 

Date: March 6, 2015

Re: Annual Town Meeting Warrant Articles ## 7, 13, and 46

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I write to provide the Board a summary of the above-referenced warrant articles to assist in the Board's consideration of these articles at its upcoming hearing on March 9, 2015. For the Board's convenience, attached to the end of this memo are copies of reference materials.

**ARTICLE 7                      ZONING BYLAW AMENDMENT AND BYLAW AMENDMENT/  
REGULATION OF POSTED EVENT NOTICES**

**To see if the Town will vote to amend the Zoning Bylaws and the Town Bylaws to allow for and regulate the posting of appropriate signage for the noticing of certain types of events on either private or public property, including but not limited to Town events, non-profit events, personal yard sales, and lost pets; or take any action related thereto.**

**(Inserted at the request of Christian Klein and ten registered voters)**

This article was inserted by citizen petition of Mr. Christian Klein. While I expect Mr. Klein will present at hearing, it is my understanding that the purpose of changes to both Town Bylaws and Zoning Bylaws is provide a clear, consistent authority and process for the posting of certain types of signage, specifically “notices” of non-profit and public events, and limited personal advertisements of yard sales or lost pets. To achieve this, Mr. Klein has already garnered a favorable action recommendation from the Arlington Redevelopment Board on amendments to Arlington Zoning Bylaws (please see the March 4, 2015 from ARB Secretary Ex Officio Carol Kowalski provided in your packets for further details), but must also amend Town Bylaws, especially with respect to any notices which would be posted on public ways, which are within the authority of this body to control.

Specifically, the proponent requests favorable action to amend Town Bylaw Title V, Art. 1: Billboards and Signs (attached below for your convenience) to add a new section “J” along the following lines:

*J. Signs erected by a person or non-profit organization for the purpose of advertising an individual yard sale, public event, or lost pet are hereby referred to as “notices” and are exempt from the provisions of this article of the Town Bylaws so long as they abide by the following provisions:*

- 1. Notices must be constructed of resilient materials and must be erected in a way that is not dangerous to the general public. Notices that are loose or damaged must be removed or replaced by the sponsoring person or organization.*
- 2. Notices may not be erected more than seven (7) days before a yard sale or event and must be removed no more than two (2) days after the yard sale or event.*
- 3. Notices cannot exceed six (6) square feet in area. Notices must include the name of the sponsoring person or organization, the date of the yard sale or event, and a contact phone number or email address. Registered*

*trademarks may not occupy more than ten percent (10%) of the notice area.*

- 4. Notices may not be placed on trees.*
- 5. Notices cannot be placed on private property without the consent of the property owner.*
- 6. Notices cannot be placed on public property without written approval from the Board of Selectmen. Town Departments may establish policies for the display of notices on public property under their jurisdiction. Notices erected under such policies do not require separate approval from the Board of Selectmen.*
- 7. Notices cannot be erected in a way that limits visibility at corners along public and private ways.*

It should be noted that the Town Moderator has determined that the proposed amendments to the Zoning and Town Bylaws respectively could either be made within a single, consolidated vote, or within two separate votes. In my opinion, the Director of Planning and the ARB's Secretary ex Officio is correct that passing one amendment, but not the other could be problematic, and as such a consolidated vote is likely advisable.

## **ARTICLE 13**

### **DISPOSITION OF REAL ESTATE/ 1207 MASSACHUSETTS AVENUE**

**To see if the Town will vote to authorize the Board of Selectmen to dispose of 1207 Massachusetts Avenue in Arlington and/or its appurtenant land by sale or otherwise under such terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.**

**(Inserted by the Board of Selectmen)**

As the Board will recall, it owns property located at 1207 Massachusetts Avenue (formerly occupied by the DAV), and gathered significant input from Town departments, committees, and residents to identify the best options for use of such property. After much

deliberation, this body determined that sale of the property for private use or development presents the most prudent course of action. To achieve such a disposition of Town real estate, the Board must obtain Town Meeting's authorization to dispose of the property before any RFP can be issued for its sale. If Town Meeting votes this authority, it may affix certain conditions to it. In addition to any conditions set by Town Meeting, disposition would have to be effected in accordance with the Uniform Procurement Act (c. 30B) in any RFP. 30B, requires appraisal of the properties, solicitation of bids, and – if the properties are sold or leased for less than the appraised value -- publication of notice disclosing that fact and providing a written explanation. Finally, State law also requires that proceeds from any sale must go into the general fund and be used for capital purposes.

#### **ARTICLE 46**

#### **RESOLUTION/MASTER PLAN ENDORSEMENT**

**To see if the Town will accept, receive, or resolve to endorse the Master Plan, adopted by the Arlington Redevelopment Board; or take any action related hereto.**

**(Inserted at the request of the Redevelopment Board)**

The Master Plan, as recently adopted by the ARB is the result of years of work by the Master Plan Advisory Committee, various Town officials, personnel, and departments, and members of the public. This article seeks a resolution to place the Master Plan before Town Meeting for its seal of approval, which while not required, would be of obvious value. Among the Master Plan's purposes is to guide Arlington's policy on future land use and physical development for the next 10 to 20 years to ensure that the Town's growth and change are better matched to the community's desires, resources, and qualities, and further, that public and private investment and redevelopment are more predictable and stable. It bears noting that while the legal basis for master planning in Massachusetts is provided in Chapter 41, § 81D of the General Laws (provided in

reference materials below), the Plan itself does not bypass legal requirements for making changes to the Town's Zoning Bylaws. It may recommend certain changes, but such changes must still be submitted to Town Meeting via the warrant process, voted upon, etc. The effect of the instant resolution is exactly that, a resolve to endorse the Master Plan, which has already been adopted by the ARB. The ARB previously voted on March 2, 2015 to propose the language of this resolution, and requests this Board move favorable action on the following resolution:

*VOTED:*

*WHEREAS the Town of Arlington has embarked upon its first master planning effort in more than two decades; and*

*WHEREAS a Master Plan Advisory Committee of Arlington residents -- including numerous Town Meeting Members and professionals in relevant fields -- has worked for more than two years, in conjunction with staff and contractors of the Department of Planning and Community Development; and*

*WHEREAS the Master Plan Advisory Committee has been guided in its work by the Town Goals, as adopted by Town Meeting in 1993; and*

*WHEREAS community meetings, surveys, public hearings, citizen interviews and other outreach activities since 2012 have garnered the direct involvement and feedback of hundreds of Arlington residents; and*

*WHEREAS extensive work was devoted to documenting existing conditions, strengths and assets, determining the community's desires, performing baseline analyses of current challenges and changes facing Arlington; and*

*WHEREAS recommendations have been developed around seven policy areas: Land Use, Transportation, Housing, Economic Development, Historic and Cultural Resource Areas, Natural Resources and Open Space, and Public Facilities and Services; and*

*WHEREAS these recommendations have been expressed in a multi-year implementation plan, consisting of actions to be considered by various Town boards, committees, professional staff and, ultimately Town Meeting; and*

*WHEREAS the results of this work were adopted by the Arlington Redevelopment Board on February 4, 2015 for submission as the Arlington Master Plan to the Executive Office of Housing and Economic Development, in accordance with Chapter 41, Section 81D of Massachusetts General Laws;*

*NOW THEREFORE, BE IT RESOLVED that the Arlington Town Meeting commends the work of the Master Plan Advisory Committee and the many other volunteers, residents and professional staff members in considering the current state of our town and mapping out a series of reasonable steps for consideration in meeting our present and future challenges and improving our quality of life and endorses the action of the Redevelopment Board in adopting the Arlington Master Plan;*

*BE IT FURTHER RESOLVED that the Town Meeting considers the Arlington Master Plan to be a living document that will guide future action, while being subject to regular review and update as conditions warrant; and*

*BE IT FURTHER RESOLVED that Town Meeting looks forward to active participation and consideration of specific actions to be taken, as well as continuing the open process and incorporating ongoing public participation as implementation of the Arlington Master Plan proceeds.*

## **REFERENCE MATERIAL: RELEVANT TOWN BYLAWS**

### **Warrant Article #7**

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#### **From the Town Bylaws:**

### **Title V - Regulations Upon the Use of Private Property**

#### **ARTICLE 1: BILLBOARDS AND SIGNS**

##### **Section 1. Restrictions on Use**

No person, firm, association, or corporation shall erect, display, or maintain, within the limits of the Town, a billboard, sign, or other outdoor advertising device, unless it meets the following requirements or unless it was approved by the Massachusetts Outdoor Advertising Board under Section 30 and 32 of Chapter 93 of the General Laws, or by any amendments or additions thereto, in which case any such sign, billboard, or other outdoor advertising device shall comply with the requirements of this Section (1) one by January 1, 1973:

- A. Within fifty (50) feet of any public way;
- B. Within three hundred (300) feet of any public park, playground or other public grounds, if within view of any portion of the same;
- C. Nearer than fifty (50) feet to any other such billboard, sign or other advertising device, unless said billboards, signs or other advertising devices are placed back to back;
- D. On any location at the corner of any public way and with a radius of one hundred and fifty (150) feet from the point where the center lines of such ways intersect;
- E. Nearer than one hundred (100) feet to any public way, if within view of any portion of the same, if such billboard, sign or other advertising device shall exceed a length of eight (8) feet or a height of four (4) feet;
- F. Nearer than three hundred (300) feet to any public way, if within view of any portion of the same, if such billboard, sign or other advertising device shall exceed a length of twenty-five (25) feet or a height of twelve (12) feet;
- G. In any event if such billboard, sign or other advertising device shall exceed a length of fifty (50) feet or a height of twelve (12) feet; except that the Selectmen may permit the erection of billboards, signs or other advertising devices which do not exceed forty (40)



feet in length and fifteen (15) feet in height if not nearer than three hundred (300) feet to the boundary line of any public way.

- H. No billboard, sign, or other advertising device shall be erected, displayed or maintained in any residence district or in any block in which one-half or more of the buildings on both sides of the street are used partially or wholly for residential purposes, or in any Planned Unit Development district.
- I. No billboard, sign, or other advertising device shall be erected, displayed or maintained until a license has been issued by the Board of Selectmen. Upon receipt of an application for a license to erect, display or maintain a billboard within the limits of the Town, the Selectmen shall hold a public hearing on said application in the Town, notice of which shall be given by posting the same in three or more public places in said Town at least one week before the date of such hearing, or by publication in a local newspaper of general circulation in the Town at least one week before the date of the public hearing. A written statement as to the results thereof shall be forwarded to the applicant containing, in the event of a disapproval of such application, the reasons therefor, within thirty days from the date of submission of the application to the Selectmen.

## **Section 2. Signs Related to Premises**

This By-Law shall not apply to signs or other devices erected and maintained in conformity with law, which advertise or indicate either the person occupying the premises in question or the business transacted thereon, or advertising the property itself or any part thereof as for sale or to let and which contain no other advertising matter.

## **Section 3. Fines for Violations**

Whoever violates any of the provisions of this By-Law shall be punished by a fine of not more than one hundred dollars (\$100), and whoever, after conviction for such violation unlawfully maintains such billboard, sign or other outdoor advertising device for twenty (20) days thereafter shall be punished by a fine of not more than five hundred dollars (\$500).

## **Section 4. Severability Clause**

If any provision of this By-Law is declared unconstitutional or illegal by final judgment, order or decree of the Supreme judicial Court of the Commonwealth, the validity of the remaining provisions of this By-Law shall not be affected thereby.

**From the General Laws:**

**MASTER PLAN; ECONOMIC DEVELOPMENT SUPPLEMENT**

**M.G.L. c. 41 § 81D**

Section 81D. A planning board established in any city or town under section eighty-one A shall make a master plan of such city or town or such part or parts thereof as said board may deem advisable and from time to time may extend or perfect such plan.

Such plan shall be a statement, through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts and standards, and shall include the following elements:

(1) Goals and policies statement which identifies the goals and policies of the municipality for its future growth and development. Each community shall conduct an interactive public process, to determine community values, goals and to identify patterns of development that will be consistent with these goals.

(2) Land use plan element which identifies present land use and designates the proposed distribution, location and inter-relationship of public and private land uses. This element shall relate the proposed standards of population density and building intensity to the capacity of land available or planned facilities and services. A land use plan map illustrating the land use policies of the municipality shall be included.

(3) Housing element which identifies and analyzes existing and forecasted housing needs and objectives including programs for the preservation, improvement and development of housing. This element shall identify policies and strategies to provide a balance of local housing opportunities for all citizens.

(4) Economic development element which identifies policies and strategies for the expansion or stabilization of the local economic base and the promotion of employment opportunities.

(5) Natural and cultural resources element which provides an inventory of the significant natural, cultural and historic resource areas of the municipality, and policies and strategies for the protection and management of such areas.

(6) Open space and recreation element which provides an inventory of recreational and resources and open space areas of the municipality, and policies and strategies for the management and protection of such resources and areas.

(7) Services and facilities element which identifies and analyzes existing and forecasted needs for facilities and services used by the public.

(8) Circulation element which provides an inventory of existing and proposed circulation and transportation systems.

(9) Implementation program element which defines and schedules the specific municipal actions necessary to achieve the objectives of each element of the master or study plan. Scheduled expansion or replacement of public facilities or circulation system components and the anticipated costs and revenues associated with accomplishment of such activities shall be detailed in this element. This element shall specify the process by which the municipality's

regulatory structures shall be amended so as to be consistent with the master plan.

Such plan shall be made, and may be added to or changed from time to time, by a majority vote of such planning board and shall be public record. The planning board shall, upon completion of any plan or report, or any change or amendment to a plan or report produced under this section, furnish a copy of such plan or report or amendment thereto, to the department of housing and community development.

A city or town which has an established master or study plan under section eighty-one A and applies for a state grant from the commonwealth shall prepare and keep on file within such city or town an economic development supplement; provided, however, that such city or town shall not be required to prepare such supplement if such city or town has a supplement on file. Such supplement shall be at least one page in length and shall contain the goals of the city or town with respect to industrial or commercial development, affordable housing, and preservation of parks and open space.



## **ARLINGTON REDEVELOPMENT BOARD**

TOWN HALL ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

### **MEMORANDUM**

**TO:** Adam Chapdelaine, Doug Heim  
**FROM:** Carol Kowalski, Secretary ex Officio  
**DATE:** March 4, 2015  
**RE:** Language for votes on Articles 6, 7, 46  
**Cc:** M. Sullivan

The Redevelopment Board held its required hearing on proposed Zoning Bylaw amendments on March 2 and acted on the recommended votes provided below. In addition, The Redevelopment Board recognizes that it is the Board of Selectmen's authority to hear proposals to amend the Town Bylaws. Since warrant article 7 proposes to simultaneously amend the Zoning Bylaw and the Town Bylaws, the Redevelopment Board voted to also suggest amended language for the Board of Selectmen's consideration for the Town Bylaw amendment portion of this article. The Board's suggested amendment reduces the amount of time a Notice could be posted in advance from fourteen days to seven days, and reduces the maximum size of a Notice to six square feet. Note that since article 7 "fuses" a Bylaw amendment with a Zoning Bylaw amendment, a two-thirds vote could be necessary for this article to be adopted. Separate motions could lead to unintended consequences.

The Redevelopment Board also respectfully requests the Board of Selectmen's consideration to recommend the vote for article 46, the resolution to endorse the Arlington Master Plan, as amended and voted by the Redevelopment Board at its March 2 meeting. This suggested vote follows the zoning votes below.

### **Article 6, ZONING BYLAW AMENDMENT/DOCUMENTED ZONING REVIEWS**

#### **PROPOSED VOTE:**

No action.

### **Article 7, ZONING BYLAW AMENDMENT AND BYLAW AMENDMENT/REGULATION OF POSTED EVENT NOTICES**

#### **PROPOSED VOTE:**

**VOTED:** That the Zoning Bylaw be and hereby is amended by:

- (a) adding the definition of "Notices" to Article 2 of the Arlington Zoning Bylaw, (Definitions) immediately after "Membership Club", as follows:

"Notice: Temporary sign erected by a person or non-profit organization for the purpose of advertising an individual yard sale, public event, or lost pet";

- (b) amending Section 7.03 – General Regulations by adding immediately after item p. a new item, as follows:

“q. Notices in compliance with Title V, Article 1 of the Town Bylaws are allowed in any district.”;

and further, that Section 1, Article 1 of Title V of the Town Bylaws be amended by adding immediately after item l. the following:

“J. Signs erected by a person or non-profit organization for the purpose of advertising an individual yard sale, public event, or lost pet are hereby referred to as “notices” and are exempt from the provisions of this article of the Town Bylaws so long as they abide by the following provisions:

- A. Notices must be constructed of resilient materials and must be erected in a way that is not dangerous to the general public. Notices that are loose or damaged must be removed or replaced by the sponsoring person or organization.
- B. Notices may not be erected more than seven (7) days before a yard sale or event and must be removed no more than two (2) days after the yard sale or event.
- C. Notices cannot exceed six (6) square feet in area. Notices must include the name of the sponsoring person or organization, the date of the yard sale or event, and a contact phone number or email address. Registered trademarks may not occupy more than ten percent (10%) of the notice area.
- D. Notices may not be placed on trees.
- E. Notices cannot be placed on private property without the consent of the property owner.
- F. Notices cannot be placed on public property without written approval from the Board of Selectmen. Town Departments may establish policies for the display of notices on public property under their jurisdiction. Notices erected under such policies do not require separate approval from the Board of Selectmen.
- G. Notices cannot be erected in a way that limits visibility at corners along public and private ways.”

## Article 46 RESOLUTION/MASTER PLAN ENDORSEMENT

To see if the Town will accept, receive, or resolve to endorse the master plan, adopted by the Arlington Redevelopment Board, or take any action related thereto.

Inserted at the request of the Redevelopment Board

Suggested Town Meeting vote offered by the Redevelopment Board, as voted at its March 2, 2015 meeting.

Voted:

WHEREAS the Town of Arlington has embarked upon its first master planning effort in more than two decades; and

WHEREAS a Master Plan Advisory Committee of Arlington residents -- including numerous Town Meeting Members and professionals in relevant fields -- has worked for more than two years, in conjunction with staff and contractors of the Department of Planning and Community Development; and

WHEREAS the Master Plan Advisory Committee has been guided in its work by the Town Goals, as adopted by Town Meeting in 1993; and

WHEREAS community meetings, surveys, public hearings, citizen interviews and other outreach activities since 2012 have garnered the direct involvement and feedback of hundreds of Arlington residents; and

WHEREAS extensive work was devoted to documenting existing conditions, strengths and assets, determining the community's desires, performing baseline analyses of current challenges and changes facing Arlington; and

WHEREAS recommendations have been developed around seven policy areas: Land Use, Transportation, Housing, Economic Development, Historic and Cultural Resource Areas, Natural Resources and Open Space, and Public Facilities and Services; and

WHEREAS these recommendations have been expressed in a multi-year implementation plan, consisting of actions to be considered by various Town boards, committees, professional staff and, ultimately Town Meeting; and

WHEREAS the results of this work were adopted by the Arlington Redevelopment Board on February 4, 2015 for submission as the Arlington Master Plan to the Executive Office of Housing and Economic Development, in accordance with Chapter 41, Section 81D of Massachusetts General Laws;

NOW THEREFORE, BE IT RESOLVED that the Arlington Town Meeting commends the work of the Master Plan Advisory Committee and the many other volunteers, residents and professional staff members in considering the current state of our town and mapping out a series of reasonable steps for consideration in meeting our present and future challenges and improving our quality of life; and endorses the action of the Redevelopment Board in adopting the Arlington Master Plan;

BE IT FURTHER RESOLVED that the Town Meeting considers the Arlington Master Plan to be a living document that will guide future action, while being subject to regular review and update as conditions warrant; and

BE IT FURTHER RESOLVED that Town Meeting looks forward to active participation and consideration of specific actions to be taken, as well as continuing the open process and incorporating ongoing public participation as implementation of the Arlington Master Plan proceeds.

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

February 26, 2015

Dear Registered Voter:

The Board of Selectmen will meet on Monday, March 9th at 7:15 p.m., Selectmen's Chambers, 2<sup>nd</sup> Floor, Town Hall, to discuss the Warrant Article petition that you signed.

Article 7      ZONING BYLAW AMENDMENT AND BYLAW  
AMENDMENT/REGULATION OF POSTED EVENT  
NOTICES

Please feel free to contact Mary Ann or Fran in my office at the above number to confirm or if you require any further information.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



**ARTICLE 7                    ZONING BYLAW AMENDMENT AND BYLAW AMENDMENT/  
REGULATION OF POSTED EVENT NOTICES**

To see if the Town will vote to amend the Zoning Bylaws and the Town Bylaws to allow for and regulate the posting of appropriate signage for the noticing of certain types of events on either private or public property, including but not limited to Town events, non-profit events, personal yard sales, and lost pets; or take any action related thereto.

(Inserted at the request of Christian Klein and ten registered voters)

Christian Klein  
ZBA Amendment and Bylaw  
Amendment  
Posted Events

Christian Klein  
54 Newport Street  
Arlington, MA 02476

Elaine Backman  
41 Coolidge Road  
Arlington, MA 02476

Ellen Caulo  
58 Newport Street  
Arlington, MA 02476

Roland Chaput  
74 Grandview Road  
Arlington, MA 02476

Barbara Costa  
26 Woodland Street  
Arlington, MA 02476

Joseph A. Curro, Jr.  
21 Millett Street  
Arlington, MA 02474

Danuta Forbes  
4 Iroquois Road  
Arlington, MA 02476

Donald Kalischer  
3 Pine Ridge Road  
Arlington, MA 02476

Judith Epstein Leich  
6 Chapman Street  
Arlington, MA 02476

Joshua Lobel  
73 Jason Street  
Arlington, MA 02476

Neal Mongold  
12 Brattle Place  
Arlington, MA 02474



## **Town of Arlington, Massachusetts**

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### **Articles for Review**

#### **Summary:**

Article 8 Bylaw Amendment/Limiting Speaking Time for Announcements and Reports  
Article 9 Bylaw Amendment/Human Rights Commission  
Article 10 Bylaw Amendment/Description of the Mount Gilboa/Crescent Hill District  
Article 11 Bylaw Amendment/Establishment of a Community Preservation Committee  
Article 16 Acceptance of Legislation/Complete Streets Program

#### **ATTACHMENTS:**

Type	Description
☐ Reference Material	draft warrant hearing comments



**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**MEMORANDUM**

TO: Board of Selectmen

FROM: Douglas W. Heim

DATE: March 6, 2015

RE: **Draft Final Votes and Comments for Articles:  
8, 9, 10, 11, and 16**

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I write to provide the Board the following as draft Final Votes and Comments for your consideration at the March 9, 2015 Board of Selectmen meeting regarding the previously heard, above-referenced warrant articles. Please note that the specific language that amends existing bylaws within any given vote has been highlighted for the Board's convenience.

**ARTICLE 8**

**BYLAW AMENDMENT/ LIMITING SPEAKING  
TIME FOR ANNOUNCEMENTS AND REPORTS**

**VOTED:** That Title I, Article 1, Section 7(C) ("Regulation of Speakers") of the Town Bylaws is hereby amended to read as follows:

*No person shall speak, or otherwise hold the floor, for the first time on any actionable subject for more than seven minutes, unless, prior to beginning his or her presentation, the person requests of the Town Meeting a specific extension of time, and the request is granted by a majority vote of the Town Meeting members present and voting. An actionable subject is any matter which will result in or is closely related to a vote before Town Meeting to make a*

*substantive decision, including but not limited to, election and appointment of officers, amendments to bylaws, acceptance of legislation, appropriations, resolutions, and endorsements. A non-actionable subject includes, but is not limited to, Announcements, Commemorations, non-relevant remarks, and Reports of Committees, but excludes the State of the Town Address.*

*No person shall speak, or otherwise hold the floor, for the first time on any non-actionable subject for more than four minutes, unless, prior to beginning his or her presentation, the person requests of the Town Meeting a specific extension of time, and the request is granted by a majority vote of the Town Meeting members present and voting. Nothing set forth in this bylaw shall be construed to limit the discretion of the Town Moderator with respect to non-actionable subject matters.*

*No person shall speak, or otherwise hold the floor, for a second time on any subject for more than five minutes.*

*No person shall speak, or otherwise hold the floor, more than twice on any subject except to correct an error, without first obtaining permission of the meeting by obtaining a majority vote of the Town Meeting Members present and voting. After obtaining said permission, the person shall not speak, or otherwise hold the floor, for more than five minutes.*

(5-0)

**COMMENT:** The Board of Selectmen agrees with the proponent of this Article that efficient use of Town Meeting time merits further regulation of speakers who are not addressing items which require action of the Town's legislative body. In recent years, so much time has been devoted to announcements and presentations that the discussion and action on substantive warrant articles has not commenced until well after 9:00 p.m. on several nights. Hence, while the Selectmen recognize that Town Meeting is a valuable, sometimes necessary forum for commemorations, receiving reports from committees, and other non-actionable business of import, oral remarks on such items should be limited wherever possible and refer members to more detailed written materials.

The Board of Selectmen respect the Town Moderator's jurisdiction and discretion in limiting speakers, as well as the result of his poll at the 2014 Town Meeting (which found overwhelming support for limiting announcements and reports to four minutes), and note that the Moderator retains the ability to further restrict non-germane commentary. However, the recommend amendment above would set the same speaking limits for all non-actionable announcements and reports, save the State of the Town Address, which is a single, scheduled speaker charged with a specified duty at Town Meeting.

## ARTICLE 9

## BYLAW AMENDMENT/ARLINGTON HUMAN RIGHTS COMMISSION

**VOTED:** That no action be taken under Article 9.

(5-0)

**COMMENT:** This article proposes to amend the Arlington Human Rights Commission (“AHRC”) bylaw with respect to human rights complaints against Town departments and agencies, but does not specify what such amendment(s) would entail. At hearing on this article the Board could not better discern sufficient details and accordingly, cannot recommend favorable action. Additionally, the Board noted that the AHRC is an effective body that has garnered consistent cooperation of Town departments and agencies, including the School Department, in addressing complaints and issues within its purview using the tools available under the present bylaw. AHRC corroborated this view at hearing.

## ARTICLE 10

## BYLAW AMENDMENT/DESCRIPTION OF THE MOUNT GILBOA/CRESCENT HILL DISTRICT

**VOTED:** That the following section of Title VII, Article 2, Section 5 (Description of the Mount Gilboa/Crescent Hill Historic District) of the Town Bylaws is hereby amended to strike the addresses “209 Lowell Street” and “105 Westminster Avenue” and replace them with the words “207 Lowell Street” and “106 Westminster Avenue” respectively, so as to have the relevant section read as follows:

*...the property numbered 207 Lowell Street, thence turning and going northeasterly along said lot line and the rear lot lines of the properties numbered 7, 11, and 15 West Court Terrace a distance for 219.79 feet, thence continuing northeasterly along the southeasterly lot line of the property number 106 Westminster Avenue a distance of 10.0 feet to a point, thence turning and going northwesterly...*

(5-0)

**COMMENT:** This article presents a straightforward administrative correction to an error in the present Historic Districts bylaw revealed by recent mapping review conducted by the Town’s Historic District Commission. As such, the Board recommends Town Meeting adopt the proposed changes.

## ARTICLE 11

## BYLAW AMENDMENT/ESTABLISHMENT OF A COMMUNITY PRESERVATION COMMITTEE

**VOTED:** That Title II of the Town Bylaws (“Committees and Commissions”) be and hereby is amended by inserting a new article to provide for the creation of an Arlington Community Preservation Committee as follows:

### *Article 12: Community Preservation Committee*

#### *Section 1. Establishment and Membership*

- a. There is hereby established a Community Preservation Committee consisting of at total of nine (9) members pursuant to G.L. c. 44B § 5. The membership shall be composed of one member of the Conservation Commission as designated by such Commission, one member of the Historical Commission as designated by such Commission, one member of the Arlington Redevelopment Board (which serves as the Town’s Planning Board) as designated by such Board, one member of the Park and Recreation Commission as designated by such Commission, one member of the Arlington Housing Authority as designated by such authority, and four (4) at-large members appointed by the Town Manager subject to approval by the Board of Selectmen.*
- b. At-large members shall be appointed to the following initial terms: One (1) for a one-year term, two (2) for two-year terms, and one (1) for a three-year term. All subsequent terms shall be for three years. All other members shall serve a term determined by their designating bodies not to exceed three years. All members, at-large and otherwise, are eligible for reappointment. Should any appointing or designating authority fail to appoint a successor to a CPC member whose term is expiring, such member may continue to serve until the relevant authority names a successor.*
- c. A vacancy of the Committee shall be filled by the relevant appointing or designating authority.*

#### *Section 2. Duties and Responsibilities*

*The Community Preservation Committee shall have all the duties and powers as set forth in G.L. c. 44 §5, including, but not limited to the following:*

- a. The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation. The Committee shall consult with existing municipal boards, including the Board of Selectmen,*

*Conservation Commission, the Historical Commission, the Redevelopment Board, the Park and Recreation Commission, the Council on Aging, the Housing Authority, the Finance Committee, and the Capital Planning Committee. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities, and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding the hearing in a newspaper of general circulation in the Town.*

- b. The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation, and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for rehabilitation or restoration of such open space and community housing that is acquired or created with CPA funds. With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. Recommendations to Town Meeting shall include their anticipated costs.*
- c. The Community Preservation Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose, or to set aside for later spending funds for general purposes that are consistent with community preservation.*
- d. Prior to making its final recommendations to Town Meeting for approval, the Committee shall present draft recommendations to the Board of Selectmen, the Finance Committee, and the Capital Planning Committee for comment. Further a designated member of the Board of Selectmen, Finance Committee, and Capital Planning Committee shall be permitted, but not required, to serve as a liaison to the Committee.*

### ***Section 3. Administration and Operation***

- a. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum.*
- b. The Community Preservation Committee shall approve its actions by majority vote of the quorum.*
- c. Each fiscal year, the Committee shall recommend to Town Meeting an operational and administrative budget. The timing of such budget*



*recommendation shall be coordinated with the Town Manager's annual operating budget submission to the Board of Selectmen.*

#### **Section 4. Amendments**

*The Community Preservation Committee shall, from time to time, review the administration of this by-law, making recommendations, as needed, for changes in the by-law and in administrative practice to improve its operations.*

#### **Section 5. Construction and Severability**

*At all times this by-law shall be interpreted in a manner consistent with G.L. c. 44B, the Community Preservation Act. Should any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph, or part shall continue in full force and effect.*

#### **Section 6. Effective Date**

*Following Town Meeting approval of this by-law, this Title shall take effect immediately upon the approval by the Attorney General of the Commonwealth. Each appointing authority shall have thirty (30) calendar days after approval by the Attorney General to make their initial appointments. Should any appointing authority fail to make their appointment within that allotted time, the Town Manager shall make the appointment from the membership of such appointing authority.*

**(5-0)**

**COMMENT:** Following 2014 Town Meetings' adoption of G.L. c. 44B §§3-7 (the Community Preservation Act or "CPA"), the Town must adopt a bylaw to establish a Community Preservation Committee ("CPC") in order to spend CPA monies on appropriate projects. Once established a CPC is first charged with assessing Arlington's community preservation needs, including consulting with various Town boards, committees, and commissions, and then must recommend specific, CPA-eligible projects for funding to Town Meeting for appropriation each year.

By law, a CPC must consist of at least five (5), but no more than nine (9) members as follows, with five seats reserved Arlington's equivalents to a Conservation Commission, Planning Board, Historical Commission, Housing Authority, and Board of Park Commissioners. Up to four additional members may be appointed or elected by various processes and entities.

Hence, following comparative analysis of other municipalities' CPCs and discussions with stakeholders and experts, the Board of Selectmen strongly recommends the adoption of a nine-member CPC, with at-large members appointed by the Town Manager subject to the approval of the Selectmen. While other models, including those which would invest authority directly within the Board to choose "at-large" appointments were considered, the majority of the Board believes

the foregoing structure balances the need for efficient identification of appointees with identifying a broad set of potential appointees.

Additional features of the foregoing vote include measures to balance the CPC's autonomy with the need to consult important Town bodies responsible for advocating for residents' interests, budgeting, and long-term planning, including the Finance Committee, the Capital Planning Committee, this Board, and the Council on Aging, among others.

## **ARTICLE 16**

### **ACCEPTANCE OF LEGISLATION/COMPLETE STREETS PROGRAM**

**VOTED:** That Section 1 of Chapter 90 I of the General Laws, as added by Chapter 79 Sec. 7 of the Acts of 2014 (Complete Streets Program), Section 34, be and is hereby is accepted.

**(5-0)**

**COMMENT:** During the 2014 Legislative Session, the Commonwealth enacted a "Complete Streets" statute, which, among other things projected to make \$50,000,000 in street and sidewalk improvement funds available to Massachusetts municipalities over the next 5 years. The overall purpose of these funds is to help communities plan and construct "streets that provide accommodations for users of all transportation modes, including, but not limited to walking, cycling, public transportation, automobiles and freight." Such goals align well with plans already developed by the Town, but certain measures must be taken by Town Meeting and the Board of Selectmen to be eligible for such funding.

First, Town Meeting must accept c. 90 I. Second, after accepting the statute, the Town must develop a Complete Streets Policy, which, according to MassDOT, may be done either by subsequent adoption of a Complete Streets bylaw, or a policy of the Board of Selectmen as the Town's body responsible for public ways and traffic. Through either vehicle the Town's Complete Streets policy need only set forth the Town's commitment to a complete streets paradigm with a flexible set of guidelines, which may allow for exceptions. However, the initial step to eligibility for substantial resources is acceptance of c. 90 I by Town Meeting, which the Board strongly recommends.



## Town of Arlington, Massachusetts

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### Response to Changing of Flight Patterns on Runway 33L

#### Summary:

Elizabeth L. Ray, Federal Aviation Administration - Be Rec'd

#### ATTACHMENTS:

Type	Description
Backup Material	letter from FAA



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Mission Support Services  
800 Independence Avenue, SW.  
Washington, DC 20591

**FEB 24 2015**

Mr. Steven M. Byrne  
Chairman  
Office of the Board of Selectmen  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Mr. Byrne:

Thank you for your January 12, 2015, letter concerning the impact of the recently implemented departure system for aircraft taking off from Boston-Logan International Airport (BOS) on the Town of Arlington. You stated that specific neighborhoods in the Town of Arlington are being burdened with unfair aircraft noise and pollution and have requested the Federal Aviation Administration (FAA) to reconsider this plan.

We are deeply concerned about community well-being and understand the frustration of residents who live near airports in densely populated areas such as Boston. We have worked for decades in cooperation with the Massachusetts Airport Authority and the Logan Airport Community Advisory Committee (CAC) to reduce environmental impacts. In response to your request for the FAA to reconsider the Runway 33 Left (L) Area Navigation (RNAV) Standard Instrument Departure (SID), we are unable to move flight paths or change procedures that simply shift noise from one community to another, which could increase delays and traffic complexity. The CAC was organized to represent the communities in the Greater Boston Area which are impacted by the operations and expansion of BOS through the evaluation of present and proposed future development projects and to recommend ways to mitigate adverse impacts. Therefore, it is most appropriate for you to address your concerns to your CAC Representative or the CAC President.

One of the many roles of the FAA is to approve and implement preferred routes and procedures requested by airport sponsors that are safe and efficient. This is accomplished by establishing new or modifying existing air traffic routes and procedures. From 2008 through 2012, we evaluated four RNAV SID procedure designs for BOS Runway 33L proposed by the CAC. At the time, Runway 33L was the only BOS runway that did not have a SID procedure. The procedure we selected to implement was the one that most closely overlaid the existing flight departure corridors from Runway 33L that has been used for years.

In accordance with the National Environmental Policy Act (NEPA), a Draft Environmental Assessment was prepared to address the potential environmental impacts that could result from the implementation of a new RNAV procedure at BOS. NEPA requires agencies to consider every significant aspect of the environmental impact of a proposed action prior to its implementation. A detailed noise analysis was conducted for the proposed departure

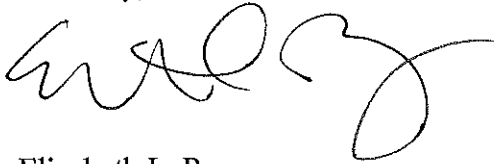
procedure in accordance with the FAA environmental requirements. The testing showed that the procedure would not have a significant adverse noise impact when compared to the existing procedures. Similarly, we also found that the procedure would not significantly impact other environmental resource categories. On December 19, 2014, the United States Court of Appeals for the First Circuit upheld the FAA's decision to adopt an RNAV SID procedure for aircraft departing Runway 33L and supported the agency's finding of no significant impact.

Incorporating the Runway 33L procedure into the existing RNAV SID infrastructure has served to enhance the air traffic operation and flow of aircraft at BOS. For more information, the Runway 33L RNAV SID one-year post-implementation report and supplemental graphics are posted at the following website:

[http://www.faa.gov/air\\_traffic/environmental\\_issues/ared\\_documentation/](http://www.faa.gov/air_traffic/environmental_issues/ared_documentation/).

If we can be of further assistance, please contact Molly Harris, Acting Assistant Administrator for Government and Industry Affairs, at (202) 267-3277.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth L. Ray', with a large, stylized loop at the end.

Elizabeth L. Ray  
Vice President, Mission Support Services  
Air Traffic Organization



## Town of Arlington, Massachusetts

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### Veterans Council Seeking Members

#### Summary:

Jeffrey A. Chunglo, Director of Veterans Services - Be Rec'd

#### ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Chunglo e-mail

From: "Jeff Chunglo" <JChunglo@town.arlington.ma.us>  
To: "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>  
Date: Wed, 04 Mar 2015 13:49:45 -0500  
Subject: [Everyone] Department of Veterans' Services Veterans Council

Arlington's Department of Veterans' Services is seeking residents interested in serving as a member of the recently approved Veterans Council. You must be a resident of Arlington and a veteran, or a family member of a veteran, to be eligible for consideration. We are seeking candidates with varying backgrounds and expertise that will be best suited to address issues ranging from establishing policy regarding monuments and graves, capital resource planning, community events and fundraising. If you would like to apply please forward a letter of interest, including your background and experience, to Jeffrey Chunglo, Director of Veterans' Services at: [jchunglo@town.arlington.ma.us](mailto:jchunglo@town.arlington.ma.us) You can mail or fax your correspondence to the address or fax number listed below. The deadline for submission is 1 APR 2015.

Very respectfully,

Jeffrey A. Chunglo  
Director of Veterans Services  
Town of Arlington  
Town Hall Annex  
730 Massachusetts Avenue  
Arlington, MA 02476  
Office: (781) 316-3166  
Fax: (781) 316-3129



## **Town of Arlington, Massachusetts**

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**NEW BUSINESS**





## **Town of Arlington, Massachusetts**

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### **EXECUTIVE SESSION**



## **Town of Arlington, Massachusetts**

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**Next Meeting of BoS March 23, 2015**